

Item Enrichment Manual

David Jones

Strategy & PMO Team

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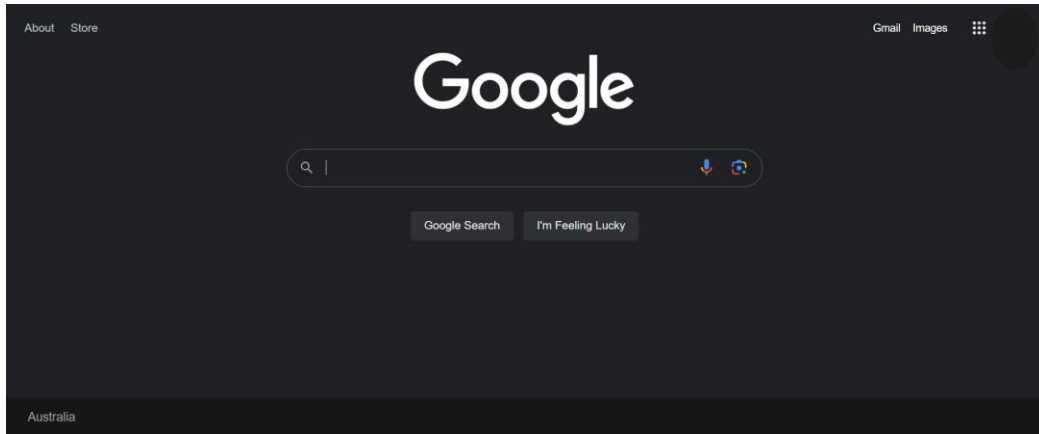
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Logging in to the PIM System

Step 1: Open a Web Browser

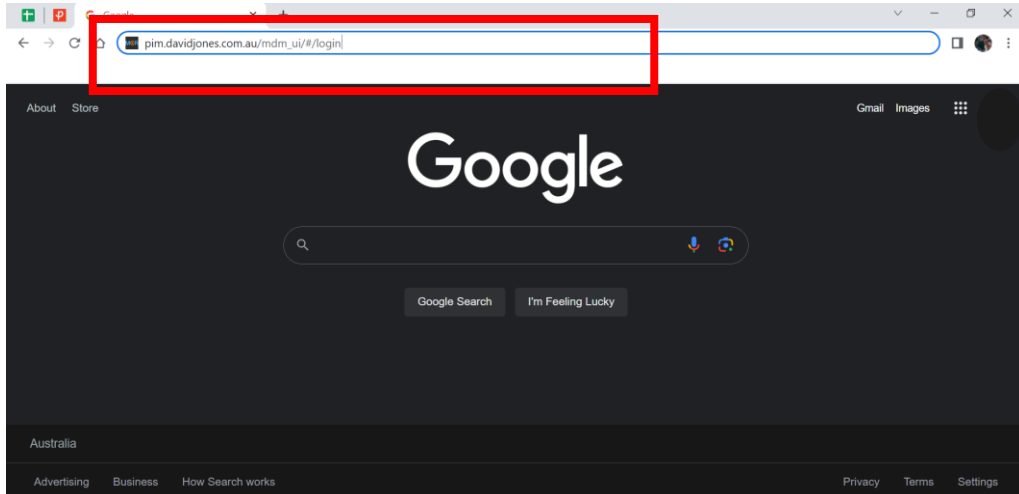
- Launch a web browser on your computer.



- We recommend using Google Chrome  or Microsoft Edge 

Step 2: Enter the PIM Login URL

- In the address bar of your web browser, type or copy the following URL:
https://pim.davidjones.com.au/mdm_ui/#/login



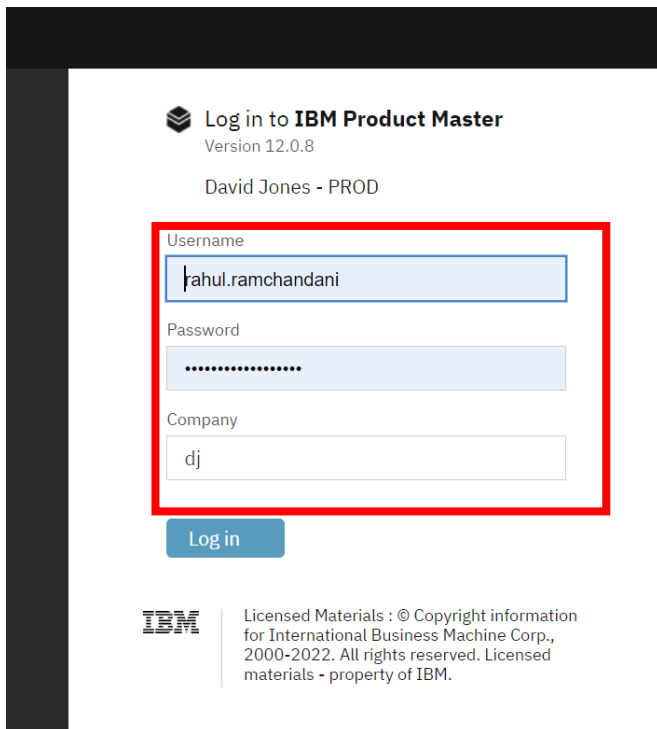
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Step 3: Enter Your Login Credentials

- On the PIM login page, you will find fields to enter your username, password, and company.



- Please use the login credentials provided to you and enter your username, password, and company in the respective fields.

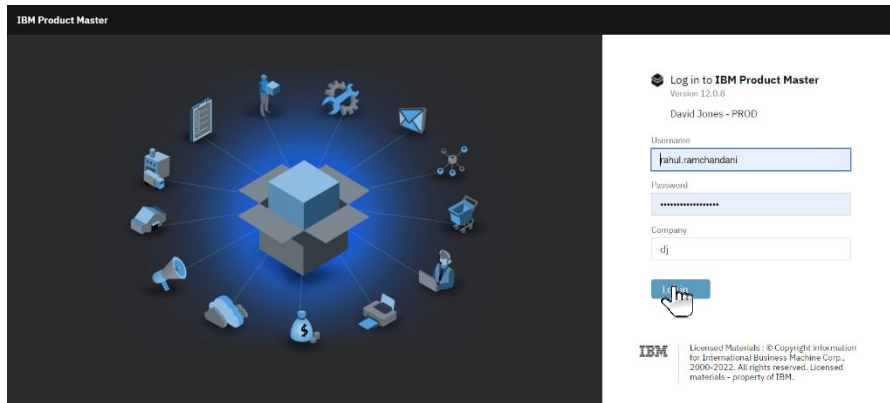


- Remember that the company name must be 'dj'.

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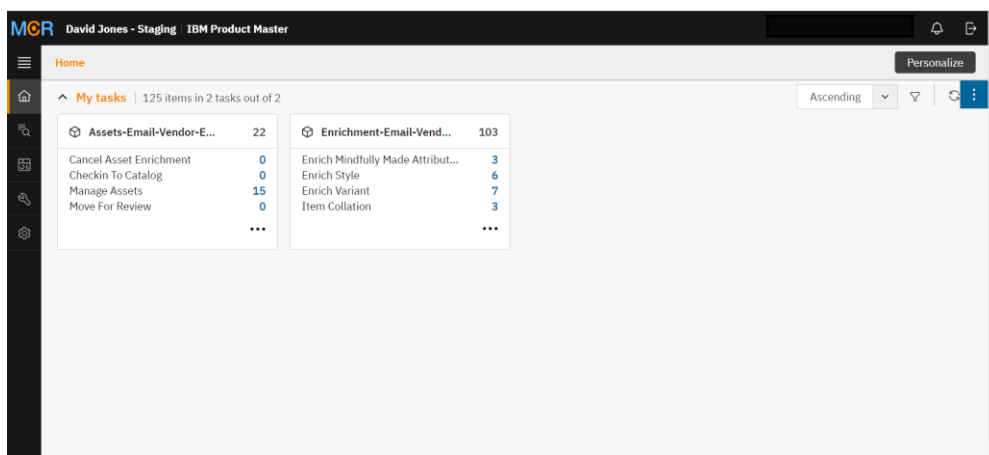
Step 4: Click the Login Button

- After entering your login credentials, click the "Login" button on the login page. Alternatively, you can press the "Enter" key on your keyboard.



Congratulations!

You have successfully logged into the David Jones PIM system.



If you require further assistance or have additional questions, refer to the comprehensive tutorial videos or contact our support team at

PIM@davidjones.com.au

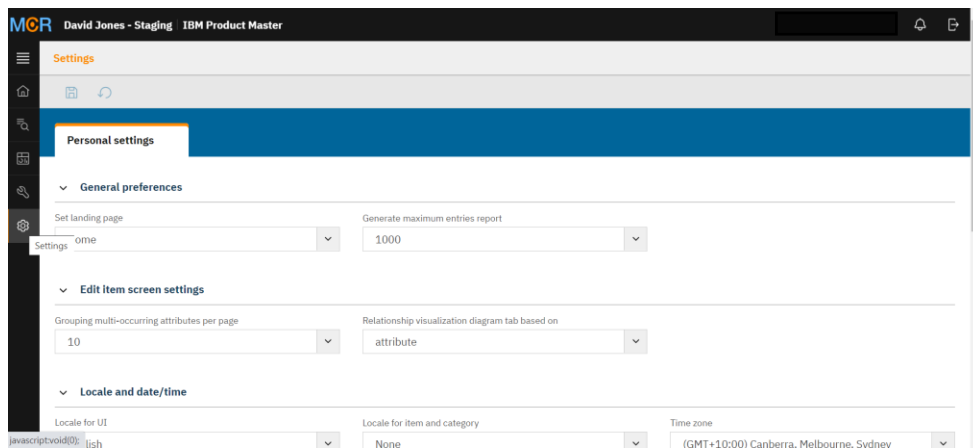
For any password reset requests email us at PIMpasswordreset@davidjones.com.au

PIM System Basic Settings

This Quick Reference Guide provides step-by-step instructions on how to configure the settings in the PIM system for a smooth user experience. Follow these instructions to adjust the landing page, entry report limit, date formats, and locale settings.

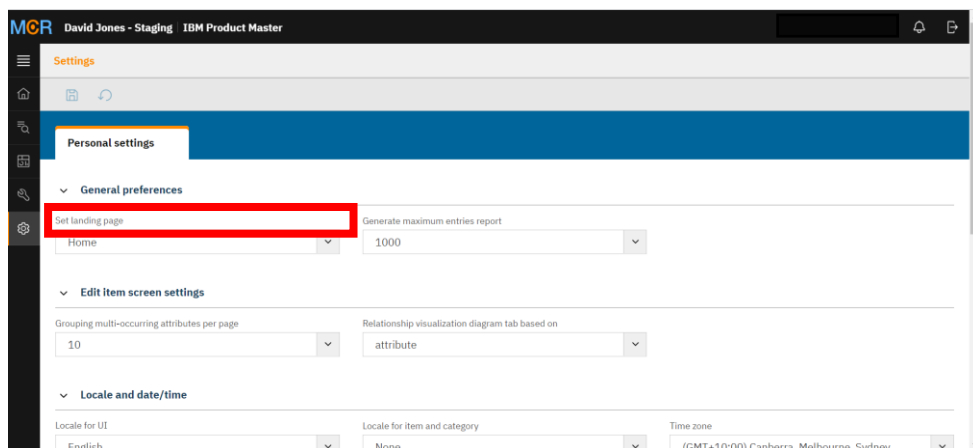
Step 1: Accessing the Settings Page

- Click on the Settings icon located in the PIM system interface.



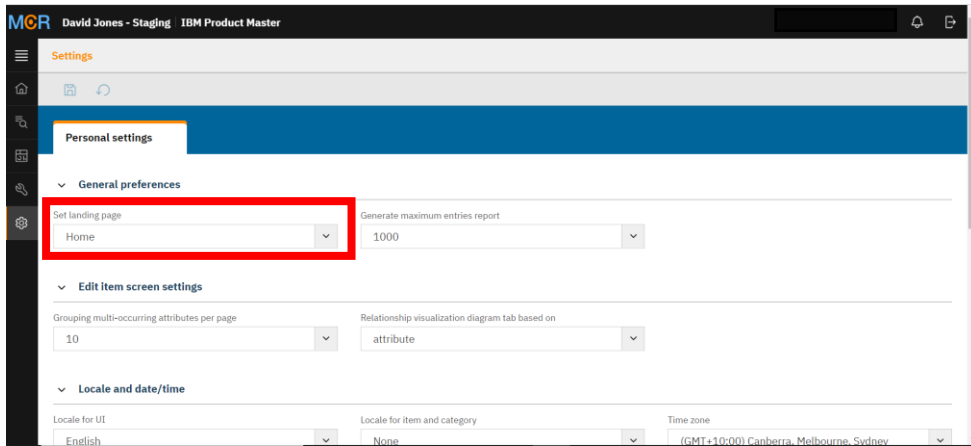
Step 2: Changing the Landing Page

- Locate the Landing Page setting.

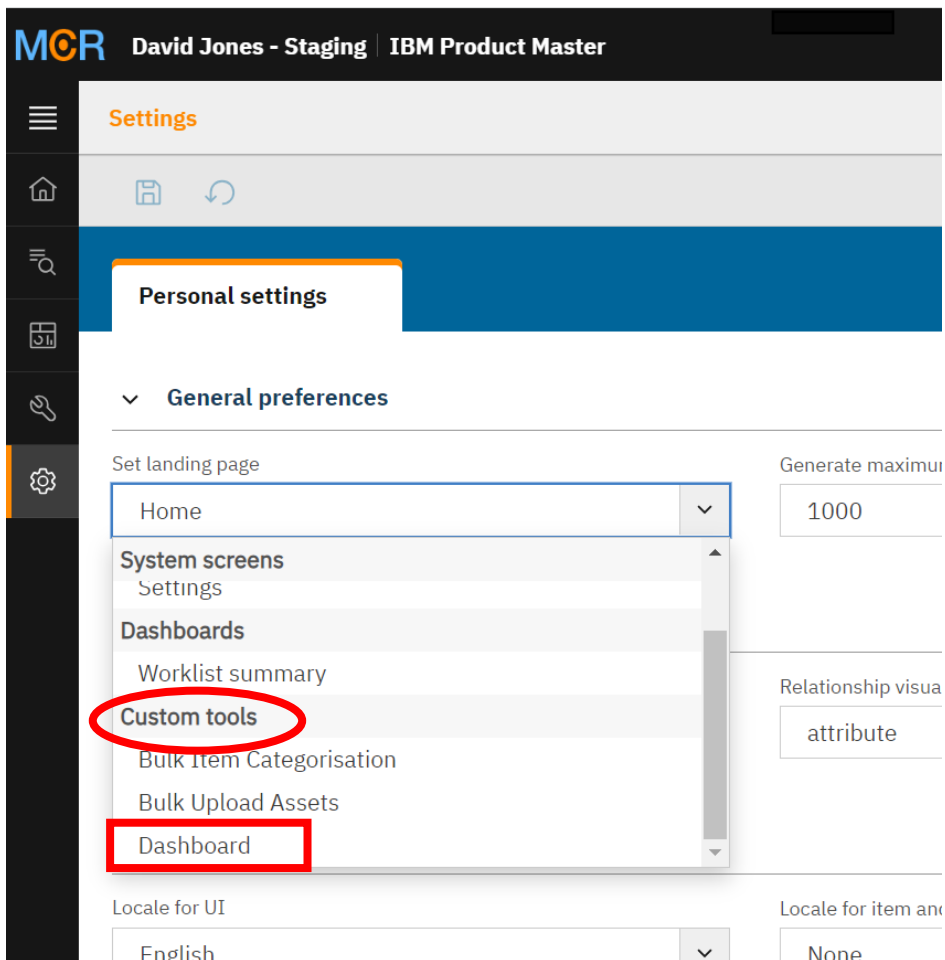


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- By default, it is set to "Home."



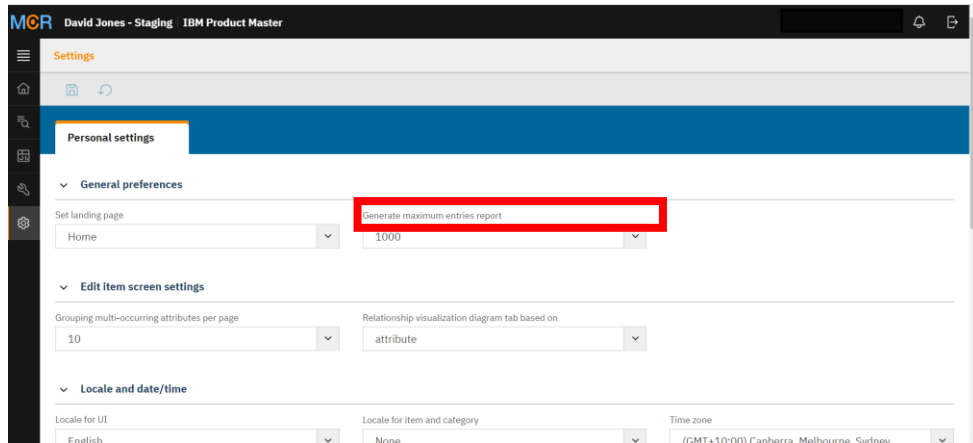
- Click on the setting and select "Dashboard" under custom tools as the new landing page.



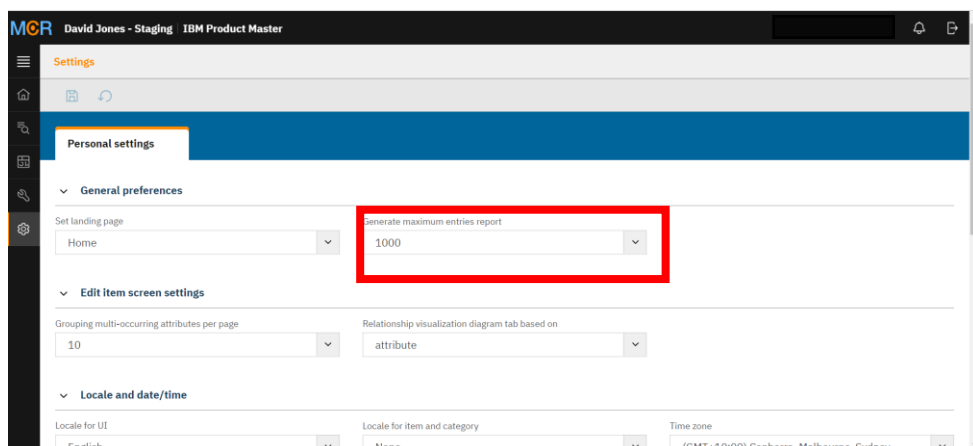
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Step 3: Adjusting Entry Report Limit

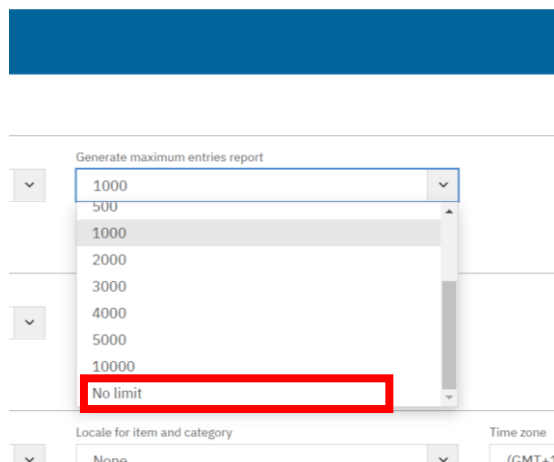
- Find the Generate Maximum Entries Report setting.



- The default value is often set to "1000."



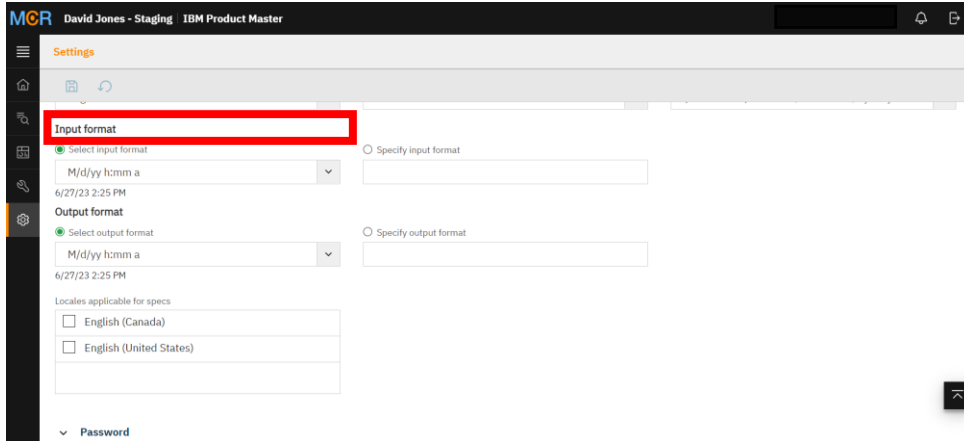
- Click on the setting and select "No Limit" for unrestricted reporting.



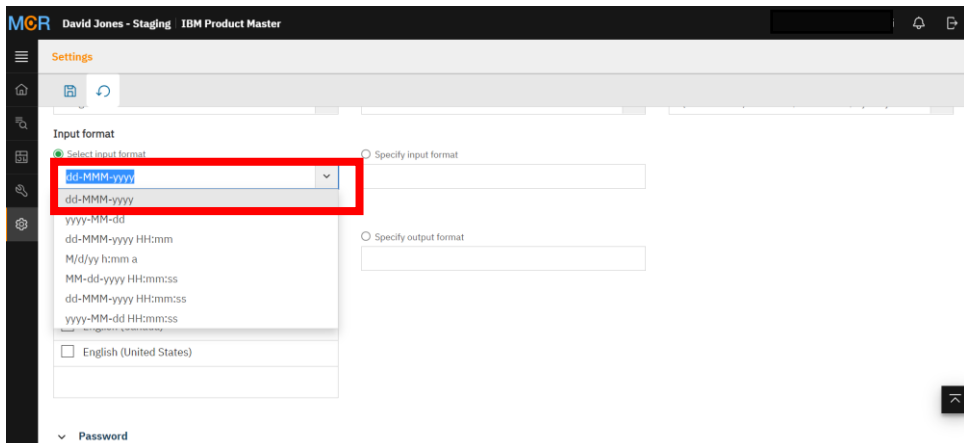
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Step 4: Configuring Input Date Format

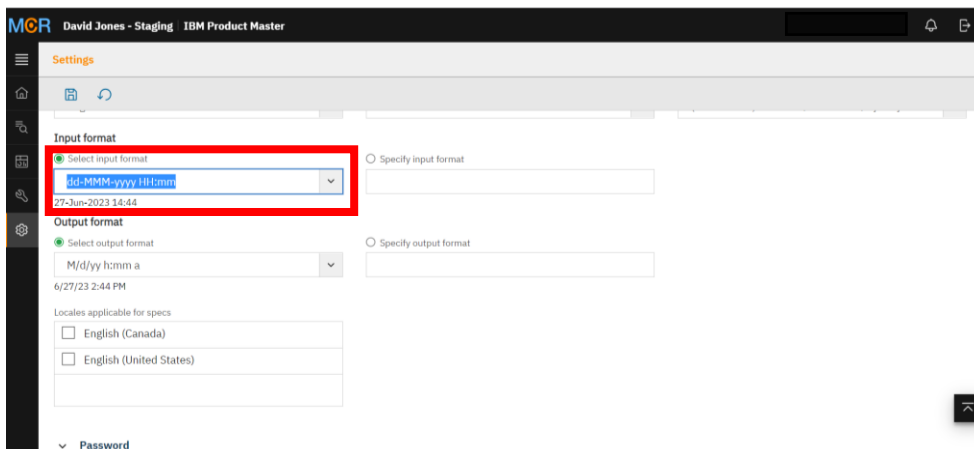
- Locate the Input Date Format setting.



- The recommended format is the general Australian date format.



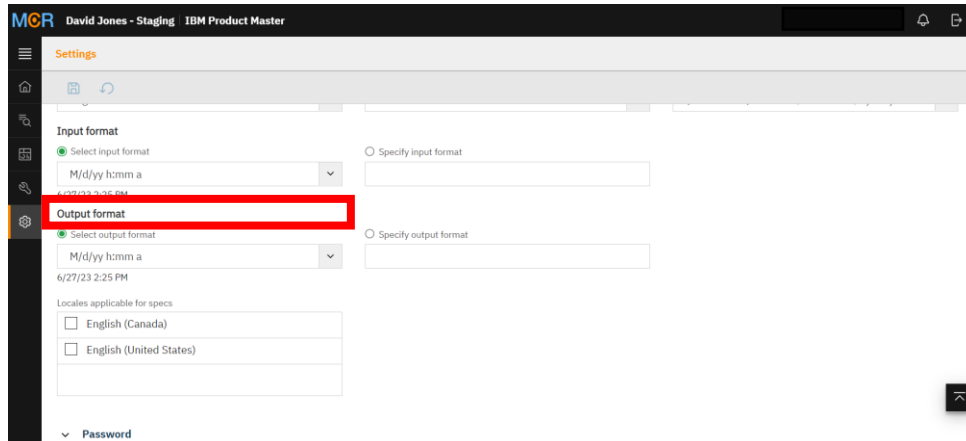
- If needed, modify the format to include specific hours and minutes.



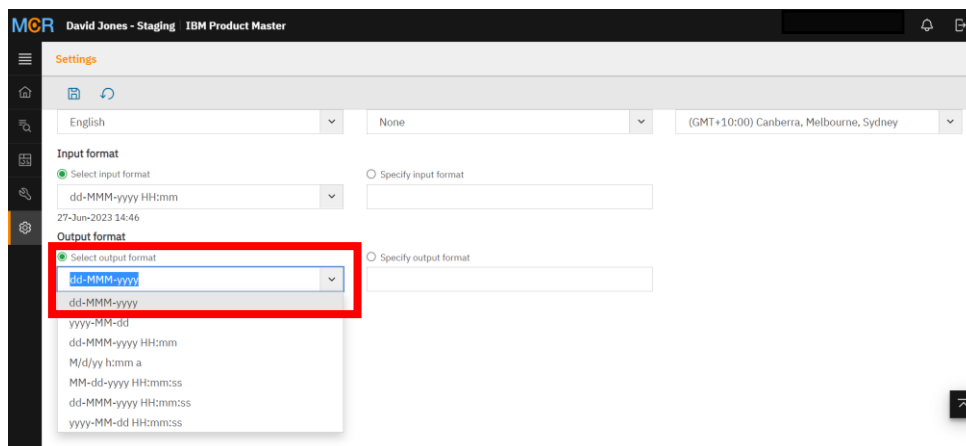
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Step 5: Setting Output Date Format

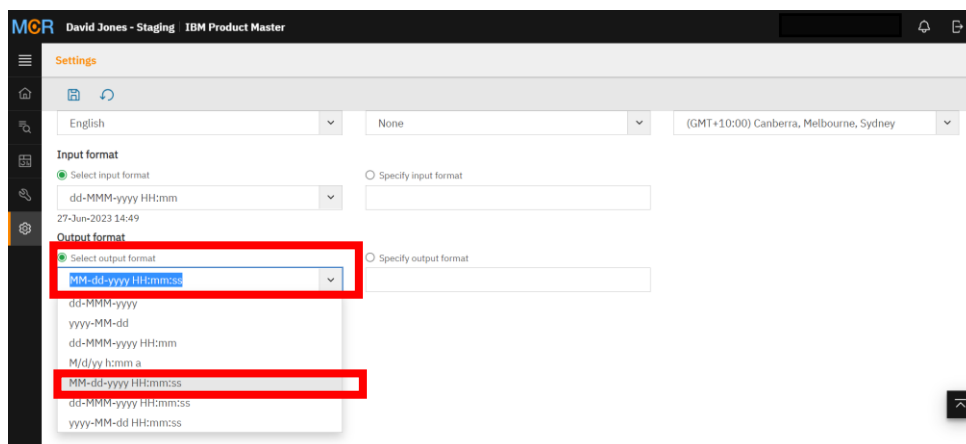
- Find the Output Date Format setting.



- Select the desired format, such as Date, Month, and Year.



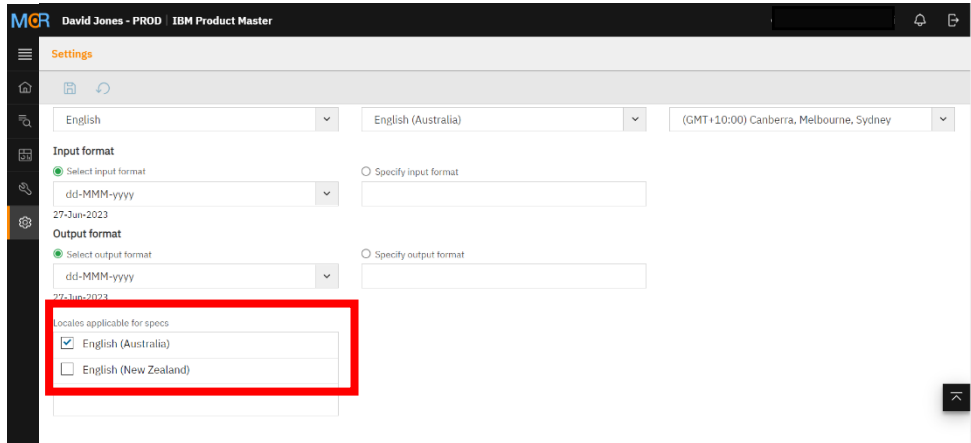
- Choose an alternative format that suits your needs if necessary.



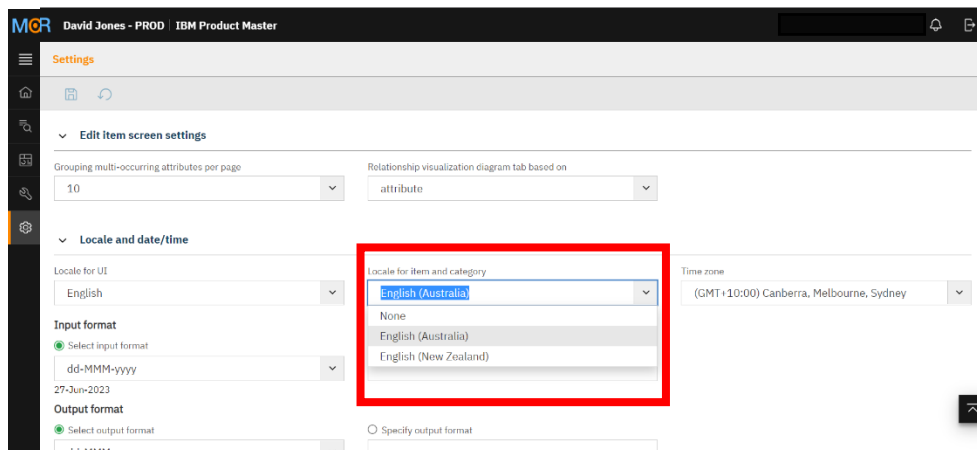
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Step 6: Configuring Locale Settings

- Change the locale to English Australia for the system interface.



- Set the locale for items and categories to "English Australia" as well.



Note:

- These settings ensure a smooth user experience and efficient navigation within the PIM system.
- Remember to save any changes made in the settings before proceeding.
- If you require further assistance or have additional questions, refer to the comprehensive tutorial videos or contact our support team at PIM@davidjones.com.au

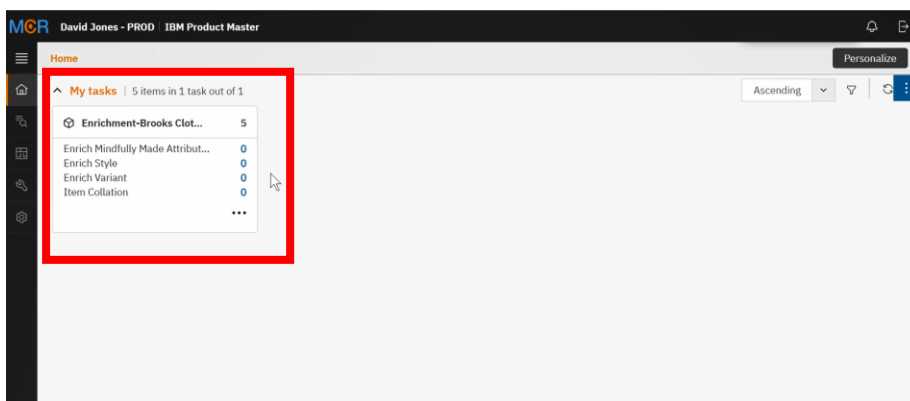
Accessing Item Enrichment Home Screen Widgets and Dashboard

This quick reference guide demonstrates 2 methods to reach the Validate Family Channels page. The Validate Family Channels page is where the item enrichment process begins.

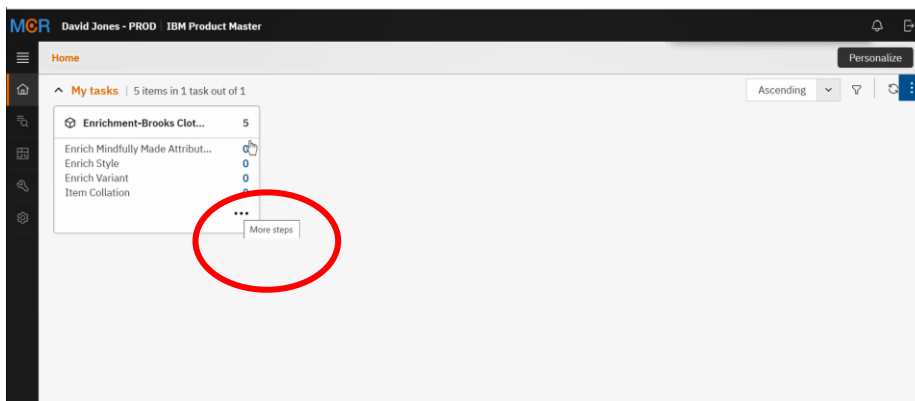
Two methods to access the Validate Family Channels Page are:

Method 1: Home Screen Widgets

- Use the widgets on the home screen.

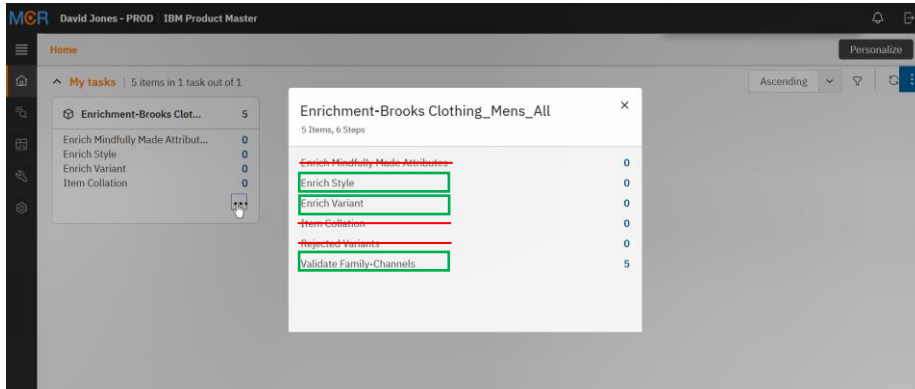


- Click on the More Steps icon

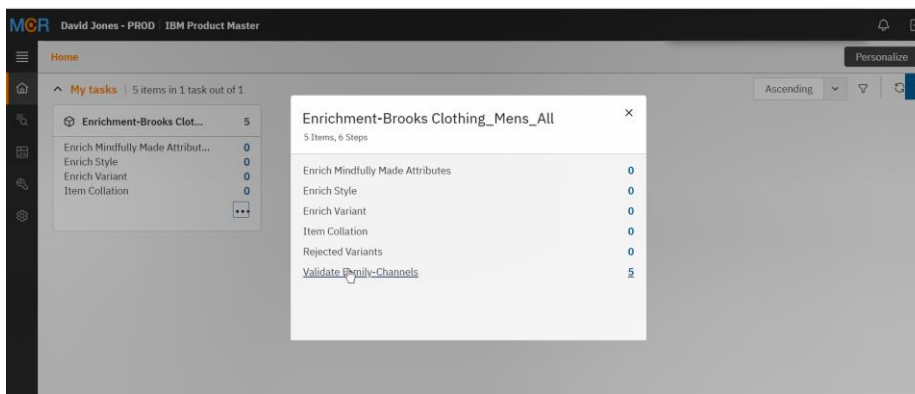


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- Important tasks for the Item Enrichment Process are Validate Family Channels, Enriched Style and Enrich Variant, rest can be avoided.



- To begin the Item Enrichment Process, click on Validate Family Channels



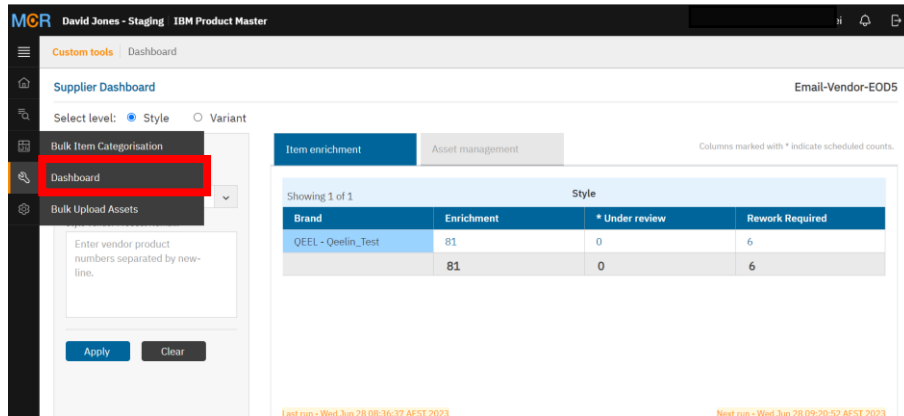
- You will be taken to the Validate Channels Page

Product Number	Status	Availability	Product Name	Style Description	Dept	Dept Description	Class
26098755	✓	✓	BROADCLOTH CHECK SH	BROADCLOTH CHECK SH	3260	MW Classic	115
26098894	✓	✓	BROADCLOTH STRIPE SI	BROADCLOTH STRIPE SI	3260	MW Classic	115
26098756	✓	✓	TARTAN CHECK SHIRT R	TARTAN CHECK SHIRT R	3260	MW Classic	115
26098757	✓	✓	JASPER GINGHAM SHIR	JASPER GINGHAM SHIR	3260	MW Classic	115
26098758	✓	✓	LAMBSWOOL CABLE KNI	LAMBSWOOL CABLE KNI	3260	MW Classic	204

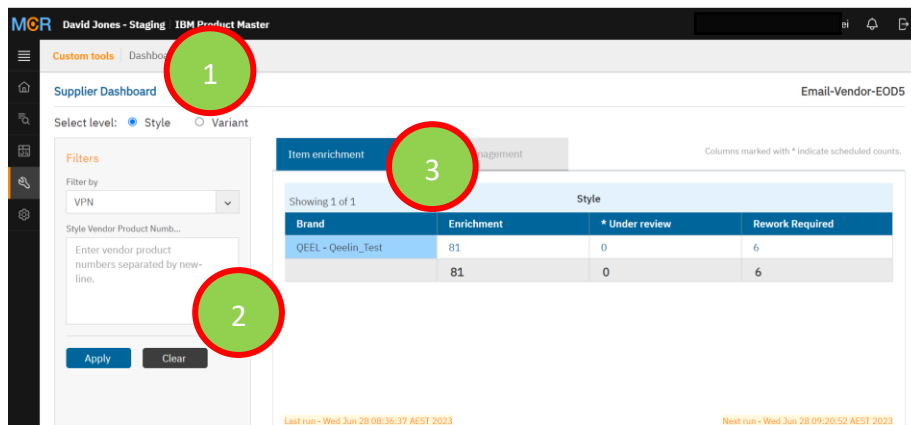
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Method 2: Dashboard

- Access the Dashboard using the custom tools option.



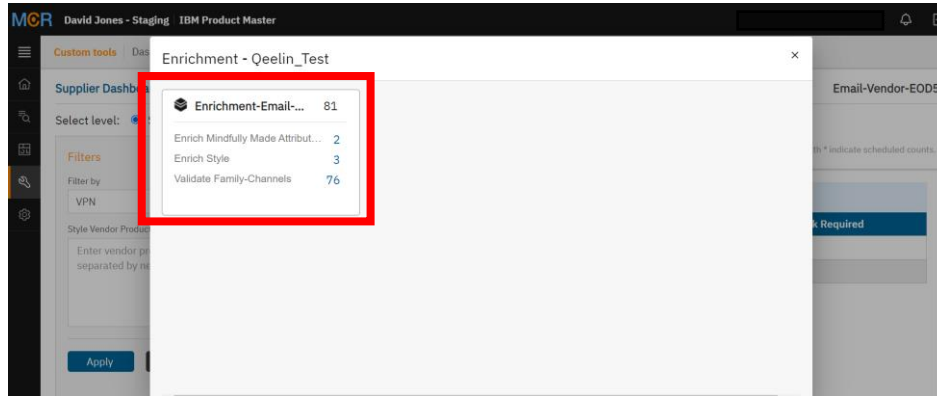
- Let's familiarise ourselves with the dashboard window.



- At the top left corner, you'll find the option to select the level. Keep in mind that Item Enrichment applies to both the style and variant levels, while Asset Management only applies to the Variant level.
- Just below the level selection, there is a filter option. You can use this to filter and display a specific product.
- In the center, there is a table with four columns: Brand, Enrichment, Under Review, and Rework Required. The Brand column displays the brand name. The Enrichment column shows the number of items currently in your workflow. The Under Review column displays the number of items in the workflow of the buyer assistant. The Rework Required column indicates the number of items that were rejected by the buyer assistant and need to be reworked.

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- Clicking on the number in the Enrichment column opens a dialog box with a widget to validate family channels.



- Clicking on number next to Validate Family channels to go the grid view. In this case you will click on 76.

The screenshot shows the 'Edit Family-Channels' grid view. The grid has 76 items, 0 selected. The columns are: Product Number, Status, Availability, Product Name, Style Description, Dept, Dept Description, and Class. The first five rows are visible, showing product details and their status.

Product Number	Status	Availability	Product Name	Style Description	Dept	Dept Description	Class
26098755	✓	✓	BROADCLOTH CHECK SH	BROADCLOTH CHECK SH	3260	MW Classic	115
26098894	✓	✓	BROADCLOTH STRIPE SI	BROADCLOTH STRIPE SI	3260	MW Classic	115
26098756	✓	✓	TARTAN CHECK SHIRT R	TARTAN CHECK SHIRT R	3260	MW Classic	115
26098757	✓	✓	JASPER GINGHAM SHIR	JASPER GINGHAM SHIR	3260	MW Classic	115
26098758	✓	✓	LAMBSWOOL CABLE KNI	LAMBSWOOL CABLE KNI	3260	MW Classic	204

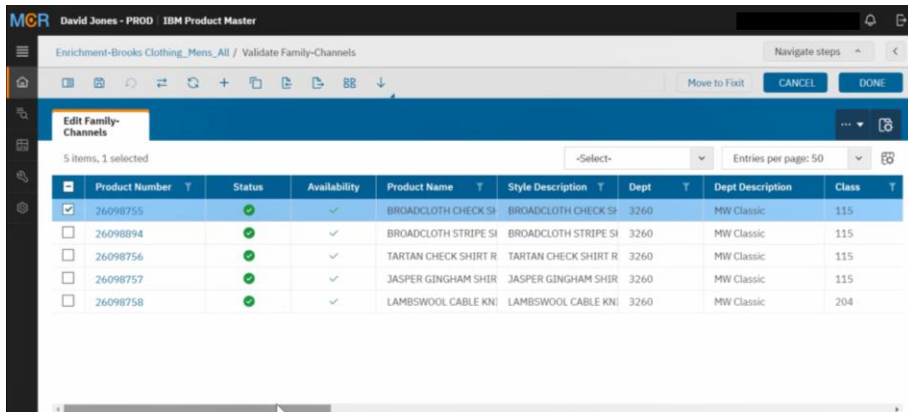
If you require further assistance or have additional questions, refer to the comprehensive tutorial videos or contact our support team at PIM@davidjones.com.au

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Item Enrichment Process for a single variant

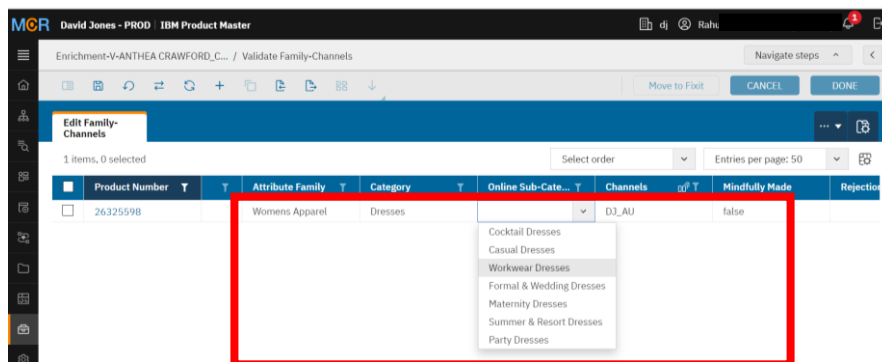
Step 1: Validating Family Channels

- Access the validate family channels page through the dashboard or the home screen widgets.
- On the validate family channels page validate all the information provided.



Product Number	Status	Availability	Product Name	Style Description	Dept	Dept Description	Class
26098755	✓	✓	BROADCLOTH CHECK SH	BROADCLOTH CHECK SH	3260	MW Classic	115
26098894	✓	✓	BROADCLOTH STRIPE SH	BROADCLOTH STRIPE SH	3260	MW Classic	115
26098756	✓	✓	TARTAN CHECK SHIRT R	TARTAN CHECK SHIRT R	3260	MW Classic	115
26098757	✓	✓	JASPER GINGHAM SHIR	JASPER GINGHAM SHIR	3260	MW Classic	115
26098758	✓	✓	LAMBSWOOL CABLE KN	LAMBSWOOL CABLE KN	3260	MW Classic	204

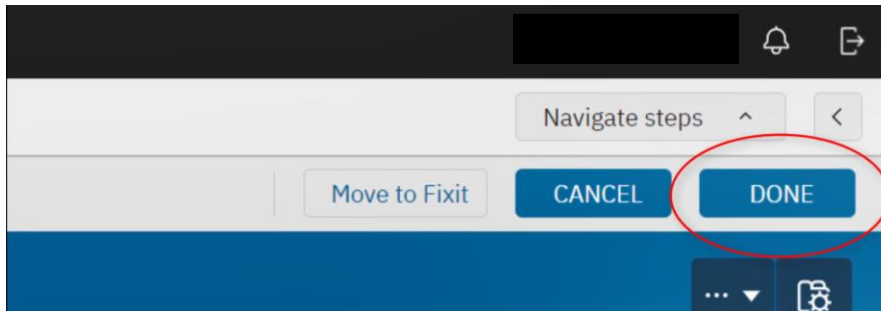
- Focus on the last five columns and enter the correct attribute family, category and online subcategory.
- Channels is a future proof option. Channels would change from DJ_AU to DJ_NZ if we get a nz.com in future.
- Mindfully Made is defaulted to False. It's an option related to sustainability.



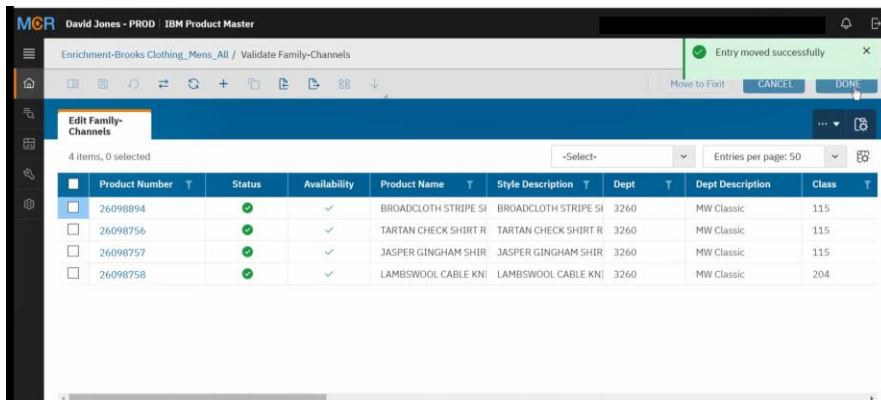
Product Number	Attribute Family	Category	Online Sub-Cate...	Channels	Mindfully Made	Rejection
26325598	Womens Apparel	Dresses	Cocktail Dresses Casual Dresses Workwear Dresses Formal & Wedding Dresses Maternity Dresses Summer & Resort Dresses Party Dresses	DJ_AU	false	

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- If you are happy with the information on this screen click Save and then Done to move to the next step.

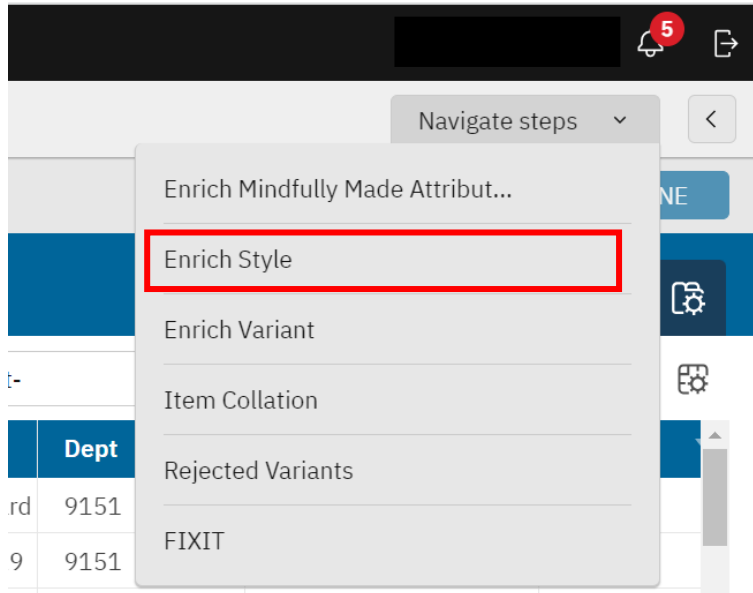


- Green dialog box confirms successful movement to the Enrich Style step.



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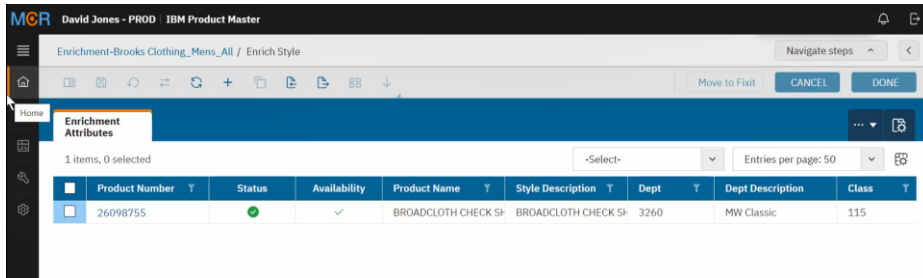
- Use available widgets or Navigate Steps to proceed to the Enrich Style step.



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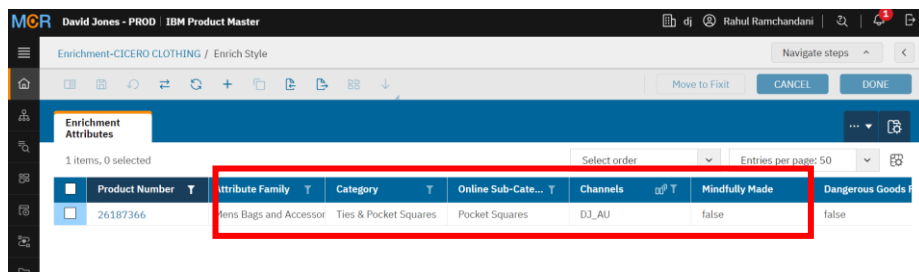
Step 2: Enrich Style

- In the Enrich Style step validate all the information that is provided.



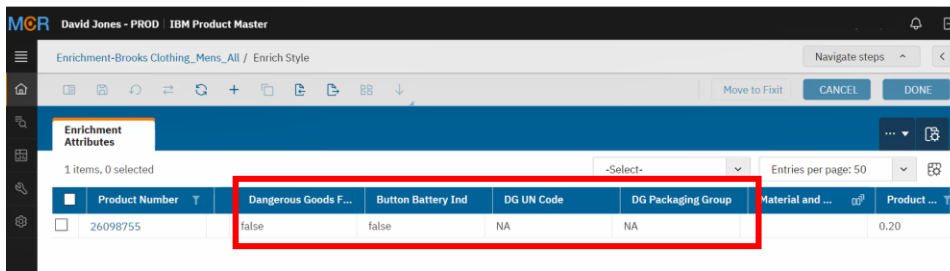
Product Number	Status	Availability	Product Name	Style Description	Dept	Dept Description	Class
26098755	checked	checked	BROADCLOTH CHECK SHIRT	BROADCLOTH CHECK SHIRT	3260	MW Classic	115

- PIM is layering information and most of the information in the initial columns comes from the previous step – ‘Validate Family Channels’ Step.



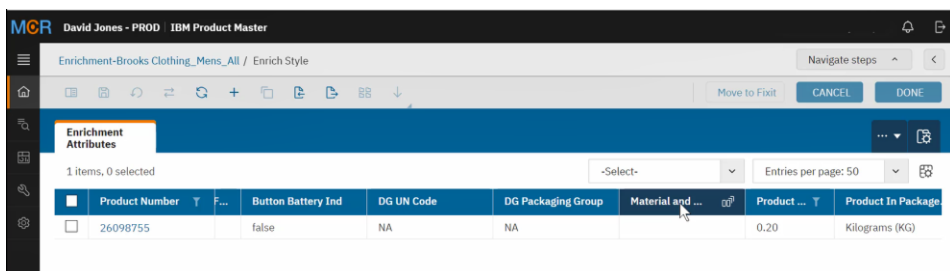
Product Number	Attribute Family	Category	Online Sub-Cate...	Channels	Mindfully Made	Dangerous Goods
26187366	Items Bags and Accessor	Ties & Pocket Squares	Pocket Squares	DJ_AU	false	false

- The next set of information that you have to validate is the ‘**Dangerous Goods Classification**’.



Product Number	Dangerous Goods F...	Button Battery Ind	DG UN Code	DG Packaging Group	Material and ...	Product ...
26098755	false	false	NA	NA		0.20

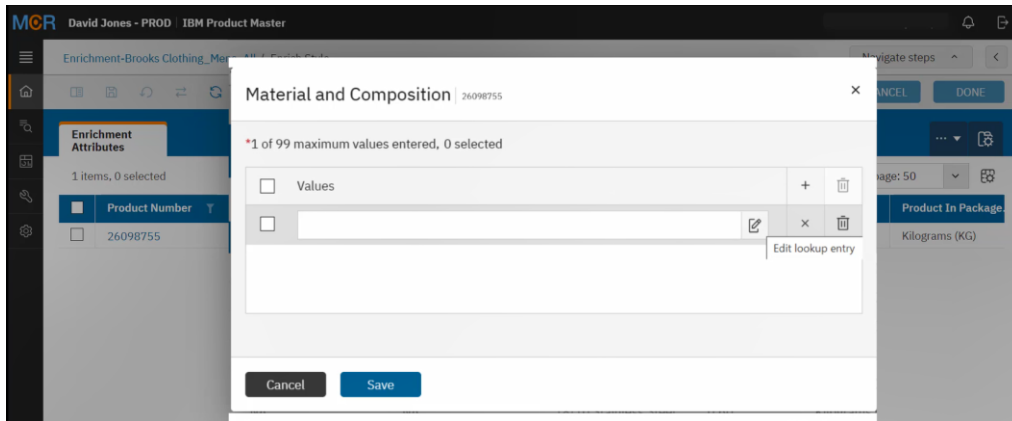
- The next information that you will have to populate is the ‘**Materials & Compositions**’.



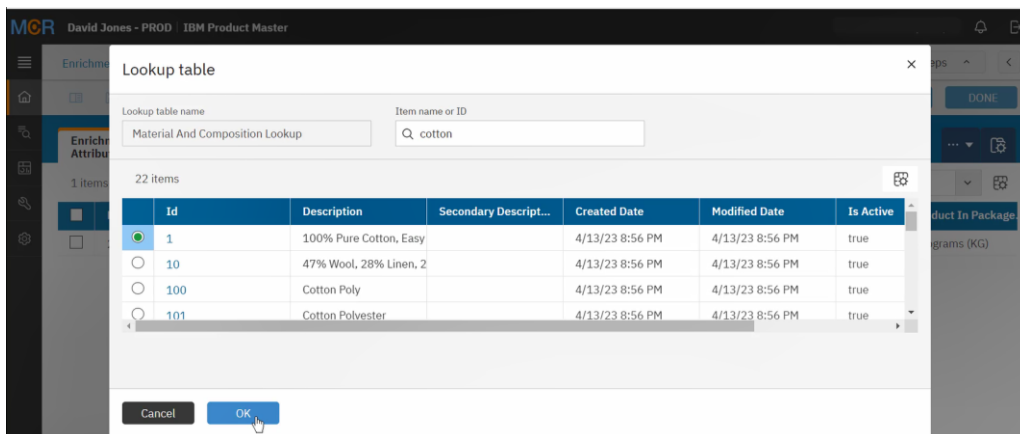
Product Number	Button Battery Ind	DG UN Code	DG Packaging Group	Material and ...	Product ...	Product In Package
26098755	false	NA	NA		0.20	Kilograms (KG)

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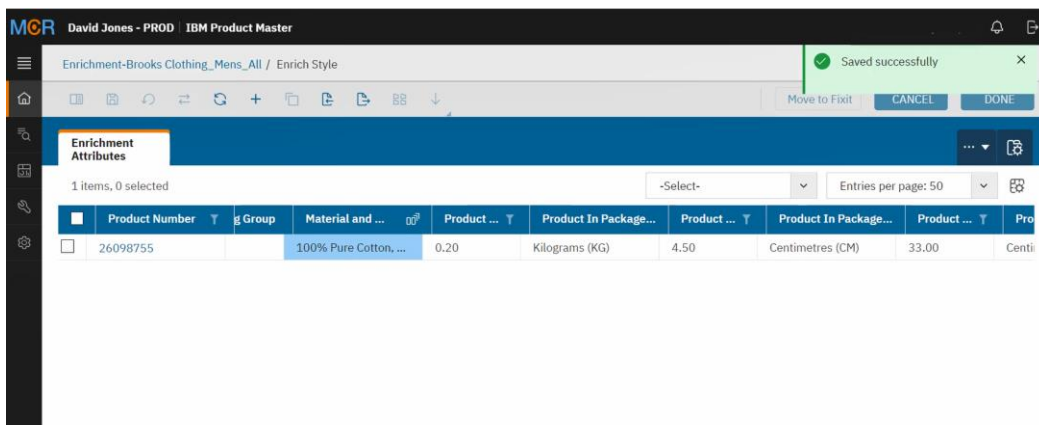
- Double Click and this will open up in a separate window. First click on the 'add materials' icon and then on the 'edit lookup entry' icon.



- Type in the material in the search bar and then select the appropriate material.



- Click on save and the 'materials & composition' will reflect the material. Also a green dialog box appears on top of the screen confirming that the material has been saved successfully.



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Remember that materials & compositions is not a customer facing attribute. This is required for custom declarations as we may have to ship products from Australia to NZ.

- The next set of information that you will have to validate would be the product-in-package weight, product-in-package height, product-in-package length and product-in-package

Product Number	Product In Package...	Product In Package...	Product In Package...	Product In Package...
26098755	0.20 Kilograms (KG)	4.50 Centimetres (CM)	33.00 Centimetres (CM)	25.00 Centimetres (CM)

- Depending on the 'attribute family' and 'channels' selected in the 'validate family channels' step you may have to fill in a few extra attributes such as length and gender.

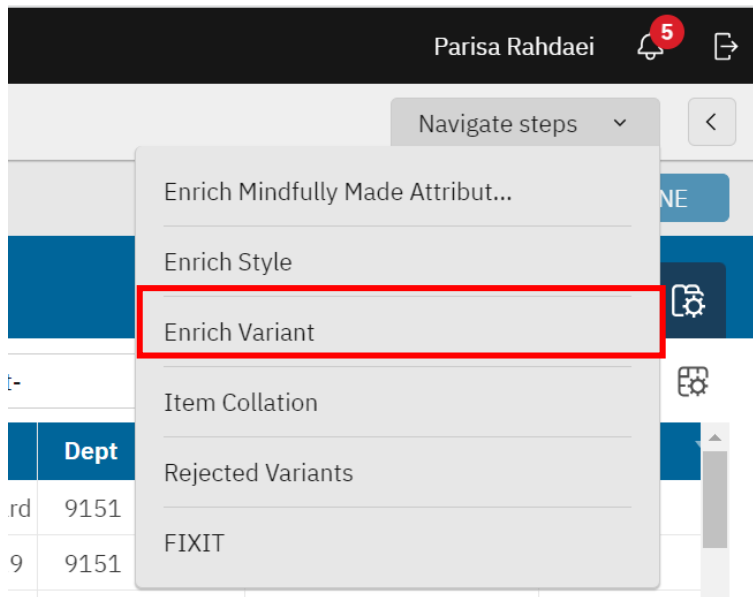
Product Number	Product In Package...	Rejection Reason	Rejection Comm...	Gender	Length
23200700	timetres (CM)			Women	Not Relevant

- If you are happy with all the information, click on done and a green dialog box confirms that the 'Entry moved successfully' into the 'Enrich Variant' step.

Product Number	Status	Availability	Product Name	Style Description	Dept	Dept Description	Class
26098755	✓	✓	BROADCLOTH CHECK SH	BROADCLOTH CHECK SH	3260	MW Classic	115

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- Navigate Steps or use Home screen widgets to proceed to the Enrich Variant Step.



Step 3: Enrich Variants

- Validate all the information in the 'Enrich Variant' step. PIM is layering information and most of the information in the initial columns comes from the previous steps – 'Validate Family Channels' and 'Enrich Style'.

The screenshot shows the MCR web application interface for the 'Enrich Variant' step. The header indicates 'David Jones - PROD IBM Product Master'. The main content area shows 'Enrichment-Brooks Clothing_Mens_All / Enrich Variant'. Below this, there is a table with columns: 'Product Number', 'Status', 'Availability', 'Product Name', 'Style', and 'Style Description'. The table contains two rows of data, both with a green checkmark in the 'Status' column. The first row has a product number '26098755-2613...' and a style '26098755'. The second row has a product number '26098755-2613...' and a style '26098755'. The table is titled '2 items, 0 selected'.

Product Number	Status	Availability	Product Name	Style	Style Description
26098755-2613...	✓	✓	BROADCLOTH CHECK SHIRT REGULAR FIT - STORM GREEN	26098755	BROADCLOTH CHECK SHIRT REGULAR FIT - STORM GREEN
26098755-2613...	✓	✓	BROADCLOTH CHECK SHIRT REGULAR FIT - PLUMPED RED	26098755	BROADCLOTH CHECK SHIRT REGULAR FIT - PLUMPED RED

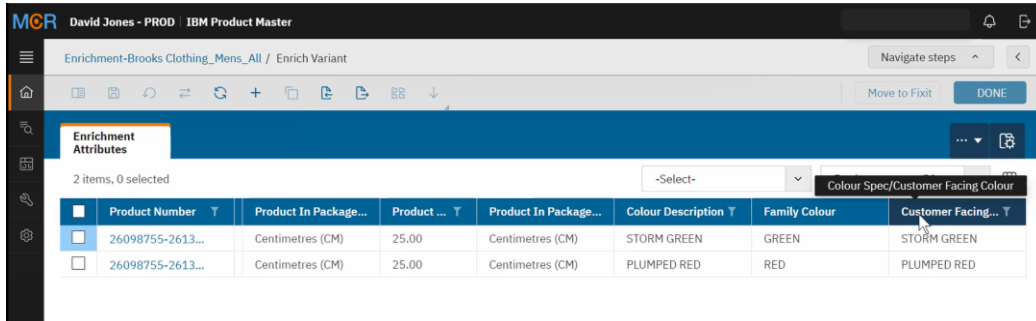
- If you want to change any of the Product-in-package dimensions you can do these here.

The screenshot shows the MCR web application interface for the 'Enrich Variant' step. The header indicates 'David Jones - PROD IBM Product Master'. The main content area shows 'Enrichment-Brooks Clothing_Mens_All / Enrich Variant'. Below this, there is a table with columns: 'Product Number', 'Product In Package...', 'Product ...', 'Product In Package...', 'Product ...', 'Product In Package...', 'Product ...', 'Product In Package...', and 'Product ...'. The table contains two rows of data, both with a green checkmark in the 'Status' column. The first row has a product number '26098755-2613...' and a weight of '0.20 Kilograms (KG)'. The second row has a product number '26098755-2613...' and a weight of '0.20 Kilograms (KG)'. The table is titled '2 items, 0 selected'.

Product Number	Product In Package...	Product ...	Product In Package...	Product ...	Product In Package...	Product ...	Product In Package...	Product ...
26098755-2613...	0.20	Kilograms (KG)	4.50	Centimetres (CM)	33.00	Centimetres (CM)	25.00	Centimetres (CM)
26098755-2613...	0.20	Kilograms (KG)	4.50	Centimetres (CM)	33.00	Centimetres (CM)	25.00	Centimetres (CM)

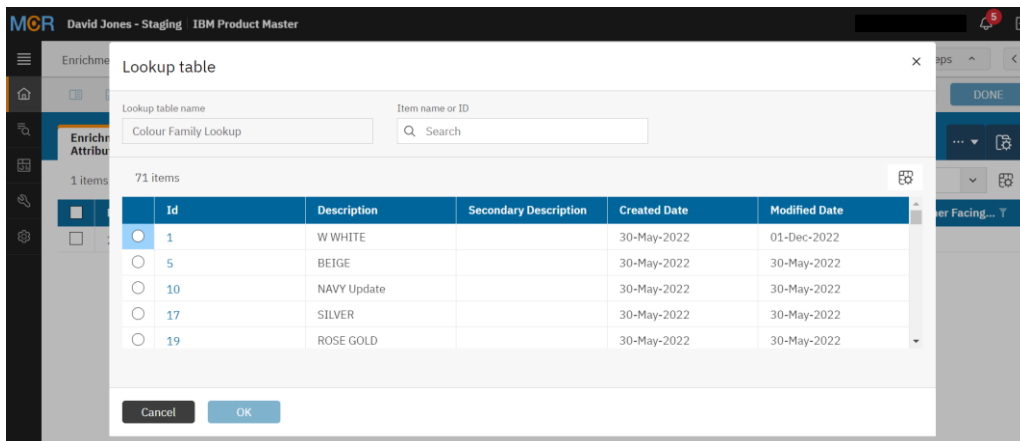
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- You can also validate the 'colour description', 'family colour' and 'Customer facing colour'.



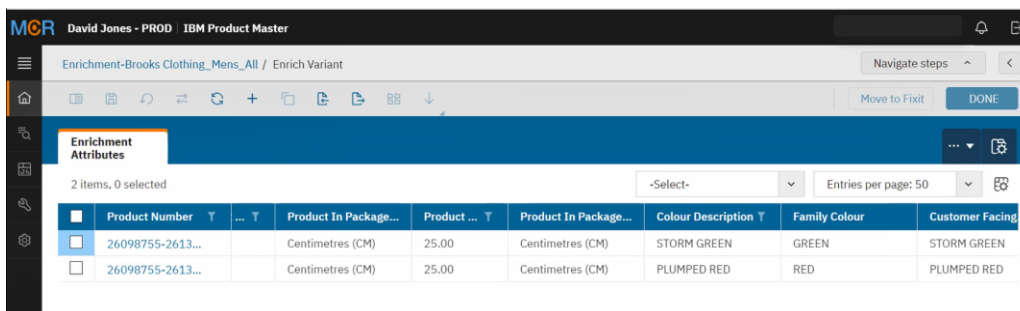
Product Number	Product In Package...	Product ...	Product In Package...	Colour Description	Family Colour	Customer Facing...
26098755-2613...	Centimetres (CM)	25.00	Centimetres (CM)	STORM GREEN	GREEN	STORM GREEN
26098755-2613...	Centimetres (CM)	25.00	Centimetres (CM)	PLUMPED RED	RED	PLUMPED RED

- You can change the family colour by double clicking on the cell. A window opens up with a list of all family colours.



Id	Description	Secondary Description	Created Date	Modified Date
1	W WHITE		30-May-2022	01-Dec-2022
5	BEIGE		30-May-2022	30-May-2022
10	NAVY Update		30-May-2022	30-May-2022
17	SILVER		30-May-2022	30-May-2022
19	ROSE GOLD		30-May-2022	30-May-2022

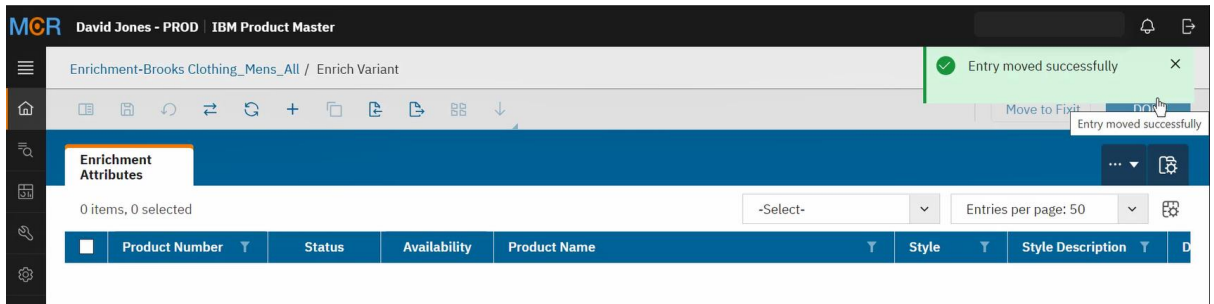
- The 'customer facing colour' attribute is a free text attribute and you can make changes by double clicking on the cell.



Product Number	Product In Package...	Product ...	Product In Package...	Colour Description	Family Colour	Customer Facing
26098755-2613...	Centimetres (CM)	25.00	Centimetres (CM)	STORM GREEN	GREEN	STORM GREEN
26098755-2613...	Centimetres (CM)	25.00	Centimetres (CM)	PLUMPED RED	RED	PLUMPED RED

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- If you are happy with all the information, click on done and a green dialog box confirms that the 'Entry moved successfully'.

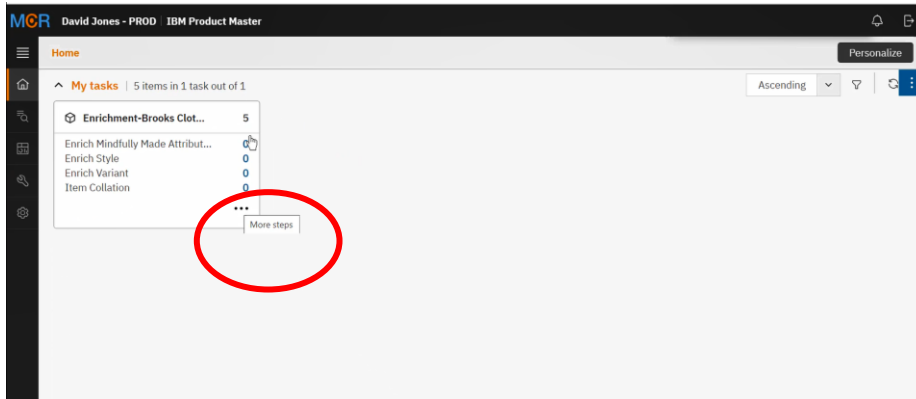


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Bulk Upload for Item Enrichment

Step 1: Validate Family Channels

- Click on the "More Steps" icon on the Home widgets.



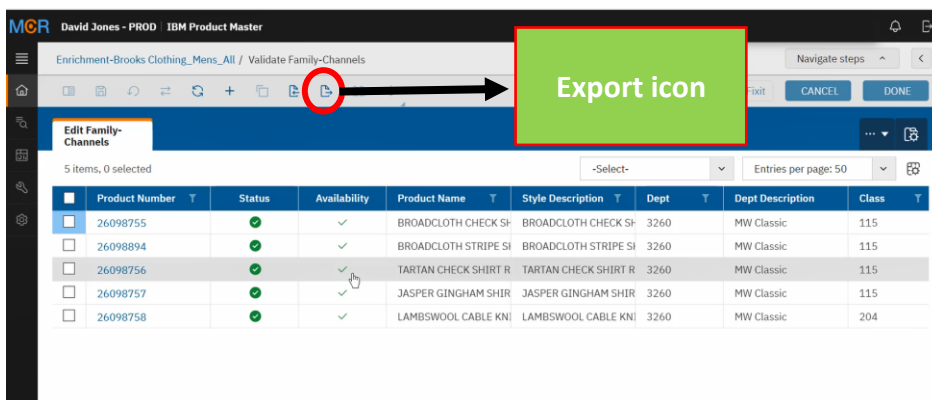
- Click on "Validate Family channels" and you will be taken to the Grid View.

The screenshot shows the 'Validate Family-Channels' Grid View. The table displays the following data:

Product Number	Status	Availability	Product Name	Style Description	Dept	Dept Description	Class
26098755	✓	✓	BROADCLOTH CHECK SH	BROADCLOTH CHECK SH	3260	MW Classic	115
26098894	✓	✓	BROADCLOTH STRIPE SI	BROADCLOTH STRIPE SI	3260	MW Classic	115
26098756	✓	✓	TARTAN CHECK SHIRT R	TARTAN CHECK SHIRT R	3260	MW Classic	115
26098757	✓	✓	JASPER GINGHAM SHIR	JASPER GINGHAM SHIR	3260	MW Classic	115
26098758	✓	✓	LAMBSWOOL CABLE KNI	LAMBSWOOL CABLE KNI	3260	MW Classic	204

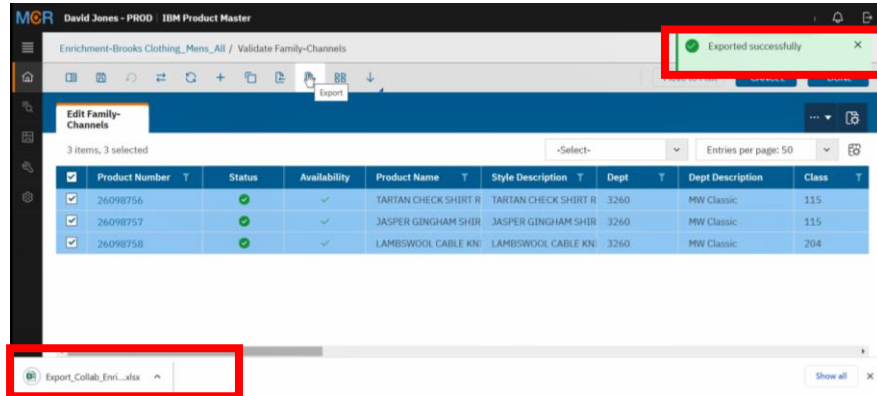
Step 2: Export Data

- Locate and click on the "Export" icon.



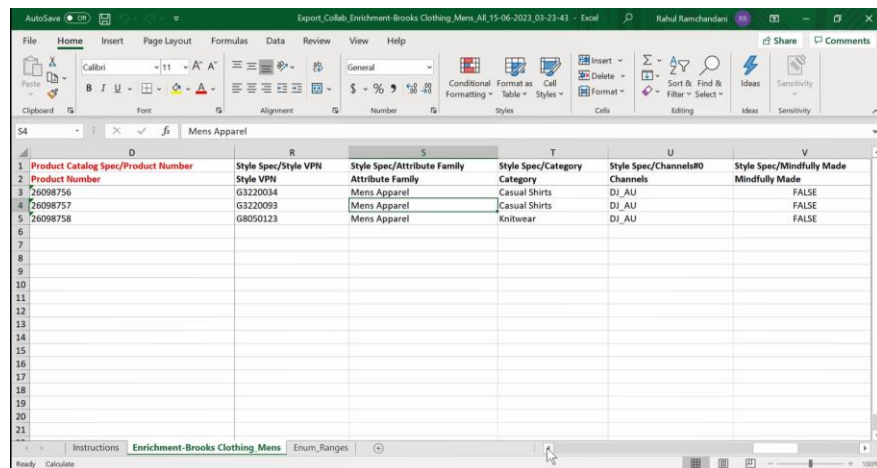
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- Clicking on the export icon will automatically start the download of an Excel file consists all the data as shown in the grid view.



Step 3: Validate/Update the Excel Sheet

- Open the Excel sheet.



- Validate the last four columns: Attribute Family, Category, Channels, and Mindfully Made. If any of these columns are empty fill these in.

It is crucial to ensure that you accurately fill in the attribute family and category fields. Pay close attention to this step as it directly impacts the subsequent stages of the process. Let's consider an example: if you mistakenly choose the family as "food" for a shirt item, you won't be able to select the appropriate category. Furthermore, when you access the enrich style window, you will encounter attributes that are relevant to food products, rather than the specific attributes required for the shirt such as materials and compositions, gender, length etc. You may get attributes such as alcoholic/non-alcoholic. Therefore, it is essential to select the correct attribute family and category to ensure the accuracy and relevance of the subsequent steps in the workflow.

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Style Spec/Attribute Family	Style Spec/Category	Style Spec/Channels#0	Style Spec/Mindfully Made
Mens Apparel	Casual Shirts	DJ_AU	FALSE
Mens Apparel	Casual Shirts	DJ_AU	FALSE
Mens Apparel	Knitwear	DJ_AU	FALSE

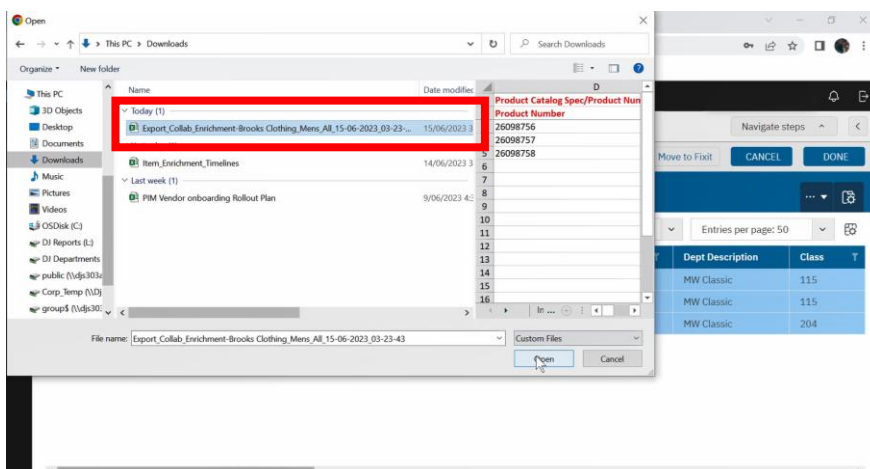
- Use the [cheat sheet](#) provided to fill in the respective attributes.

Step 4: Import Data

- In the PIM system, navigate to the Import feature.

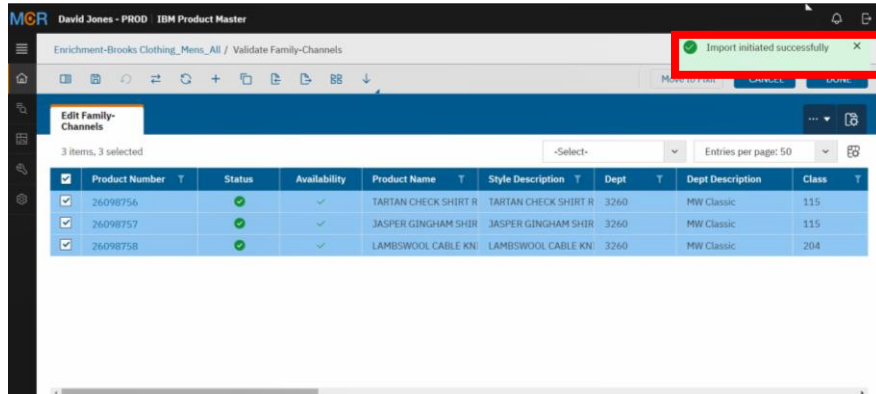
Product Number	Status	Availability	Product Name	Style Description	Dept	Class
26098756	✓	✓	TARTAN CHECK SHIRT R	TARTAN CHECK SHIRT R	3260	115
26098757	✓	✓	JASPER GINGHAM SHIR	JASPER GINGHAM SHIR	3260	115
26098758	✓	✓	LAMBSWOOL CABLE KN	LAMBSWOOL CABLE KN	3260	204

- Select the previously saved Excel file.

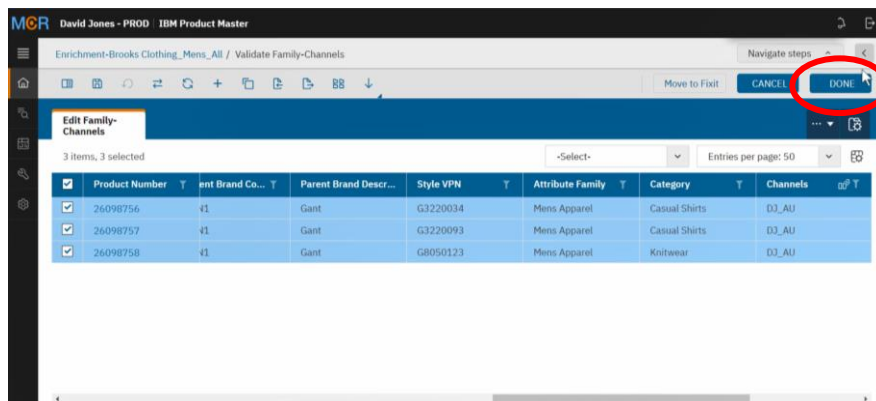


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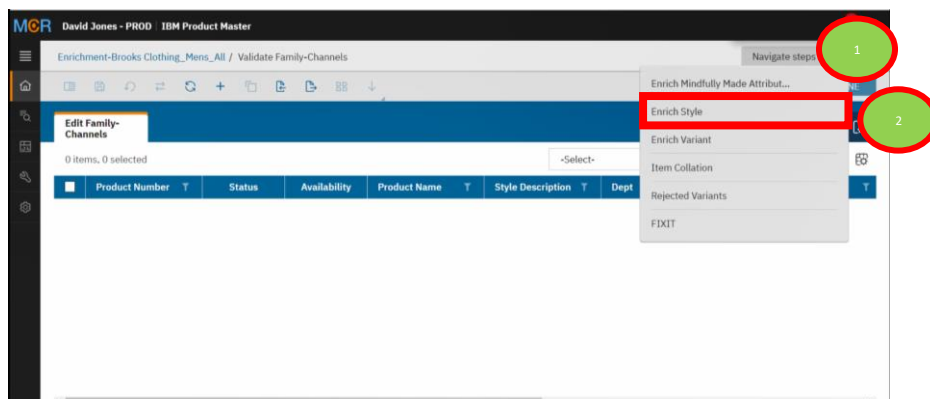
- PIM will notify whether the import was successful or not.



- Click on "Done", all the items will move to the Enrich Style Step.



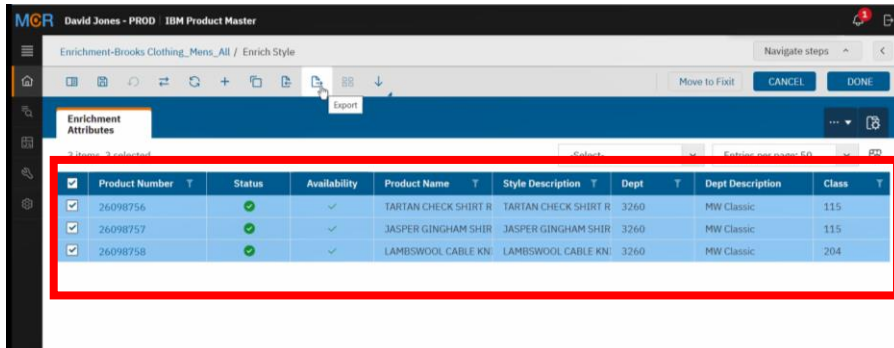
- Click on "Navigate Steps" and then click on Enrich Style to move to the next step.



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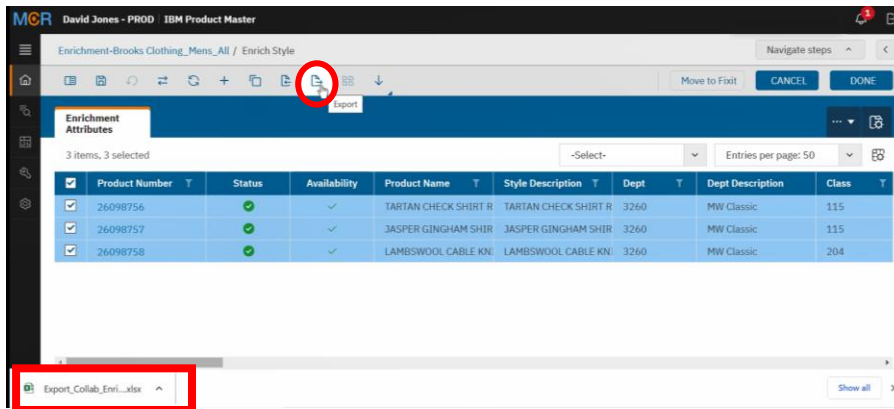
Step 5: Enrich Style

- This is how the enrich style window will look like.



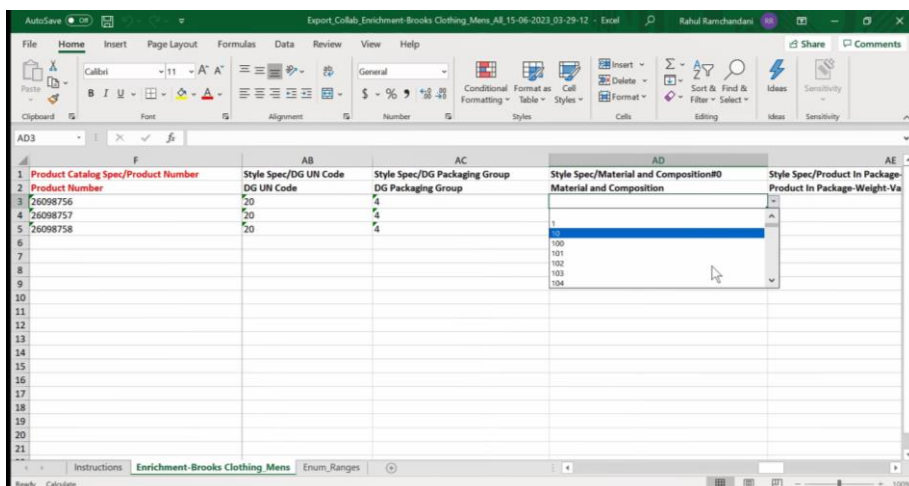
Product Number	Status	Availability	Product Name	Style Description	Dept	Dept Description	Class
26098756	✓	✓	TARTAN CHECK SHIRT R	TARTAN CHECK SHIRT R	3260	MW Classic	115
26098757	✓	✓	JASPER GINGHAM SHIR	JASPER GINGHAM SHIR	3260	MW Classic	115
26098758	✓	✓	LAMBSWOOL CABLE KN	LAMBSWOOL CABLE KN	3260	MW Classic	204

- Click on the "Export" button and wait for the excel sheet to download.



Product Number	Status	Availability	Product Name	Style Description	Dept	Dept Description	Class
26098756	✓	✓	TARTAN CHECK SHIRT R	TARTAN CHECK SHIRT R	3260	MW Classic	115
26098757	✓	✓	JASPER GINGHAM SHIR	JASPER GINGHAM SHIR	3260	MW Classic	115
26098758	✓	✓	LAMBSWOOL CABLE KN	LAMBSWOOL CABLE KN	3260	MW Classic	204

- Open the Excel sheet, validate/update all the information.

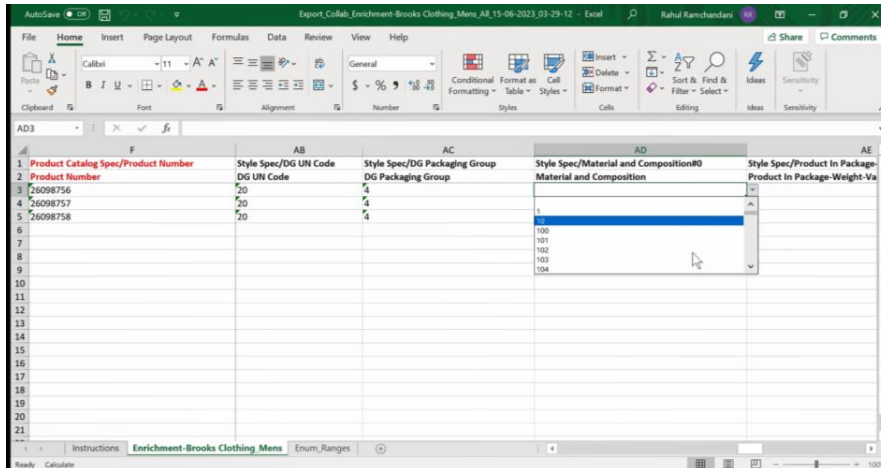


Product Catalog Spec/Product Number	Style Spec/DG UN Code	Style Spec/DG Packaging Group	Style Spec/Material and Composition	Style Spec/Product In Package-Weight-Va
26098756	20	4	100	
26098757	20	4	101	
26098758	20	4	102	
			103	
			104	

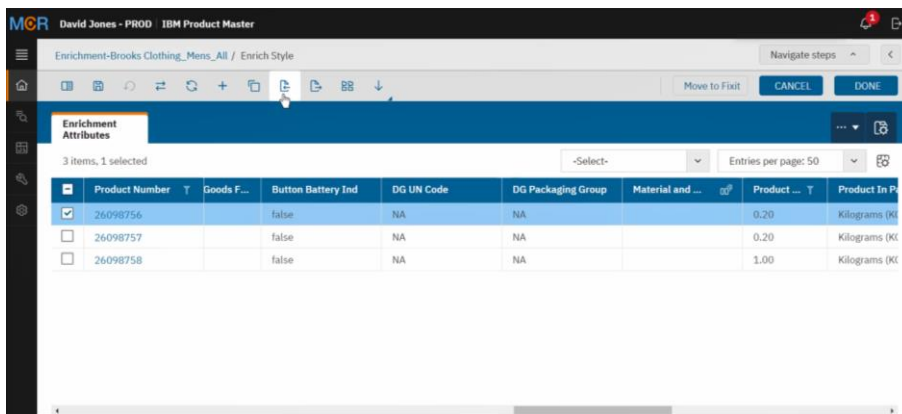
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- Identify the information that needs to be updated (if not pre-populated). Use the [cheat sheet](#) provided to fill in the respective attributes.

Note: The attributes in this window will change based on the attributes filled in Validate Family Channels and Category. For instance, In the validate family channels window if you selected Mens Apparel as the family then in this window you may have to fill Materials & Compositions, Gender and Length.

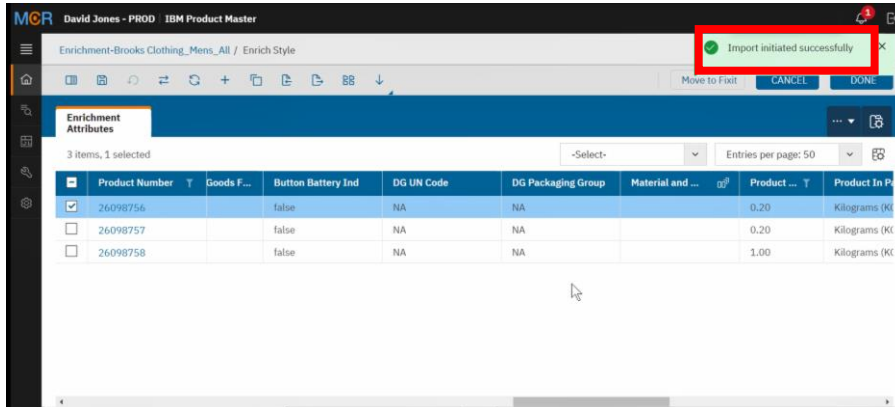


- After updating the Excel file, save it and Import the updated file back into the PIM system.

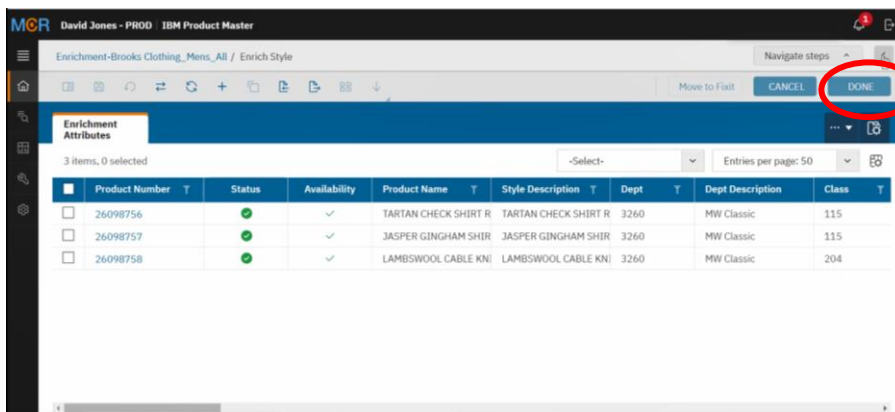


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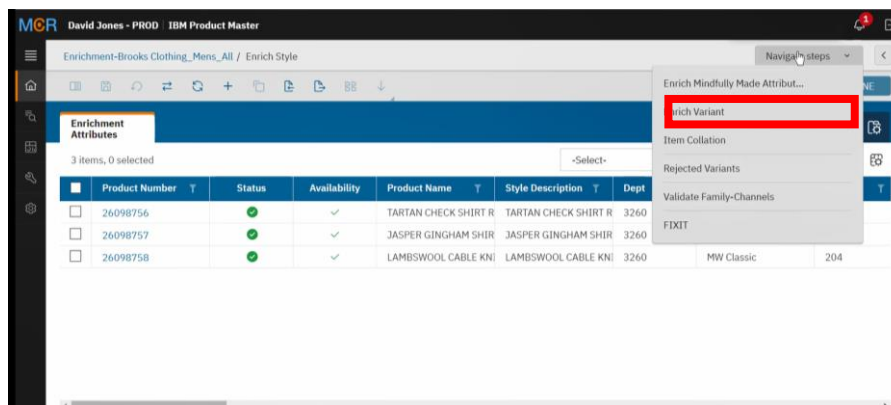
- PIM will notify whether the import was successful or not.



- Click on "Done", all the items will move to the Enrich Variant Step.



- Click on "Navigate Steps" and then click on Enrich Variant to move to the next step.

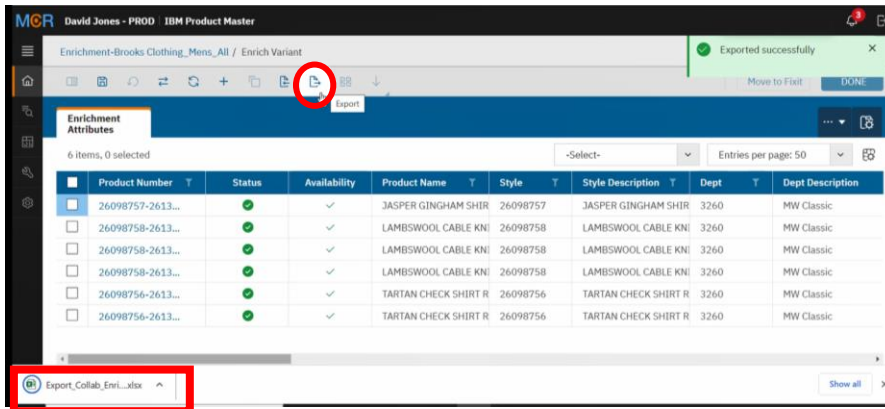


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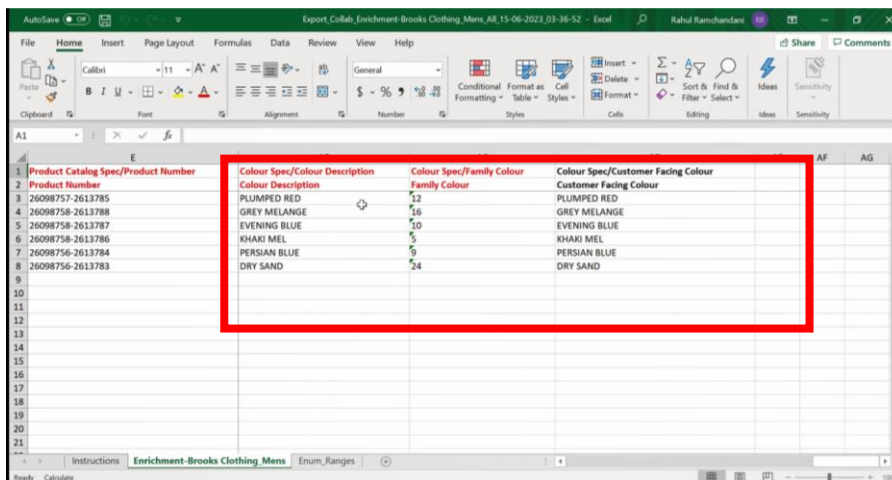
Step 6: Enrich Variants

Follow a similar process of exporting the Excel file, making required updates, saving it, and importing it back into the system.

- This is how the enrich variant window will look like. Click on the "Export" button and wait for the excel sheet to download.

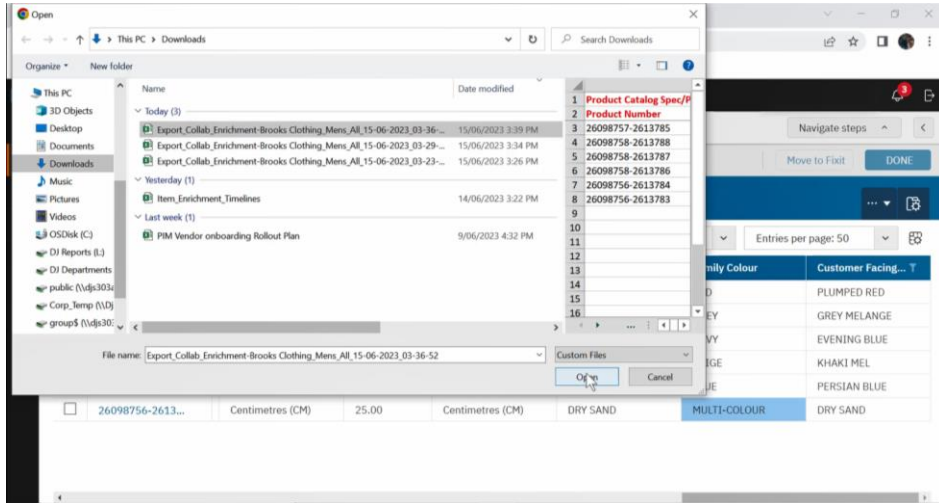


- Open the Excel sheet, validate/update all the information including Colour Description, Colour Family and Customer Facing Colour. Use the [cheat sheet](#) provided to fill in the required details.

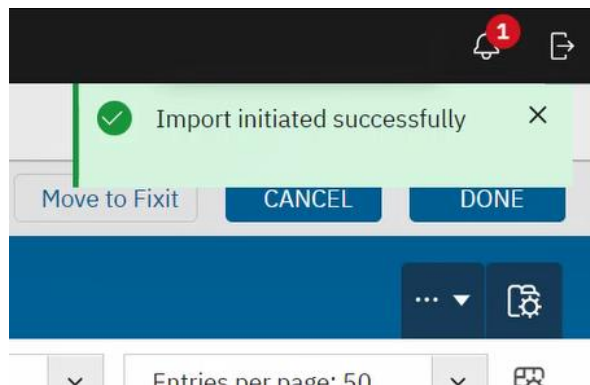


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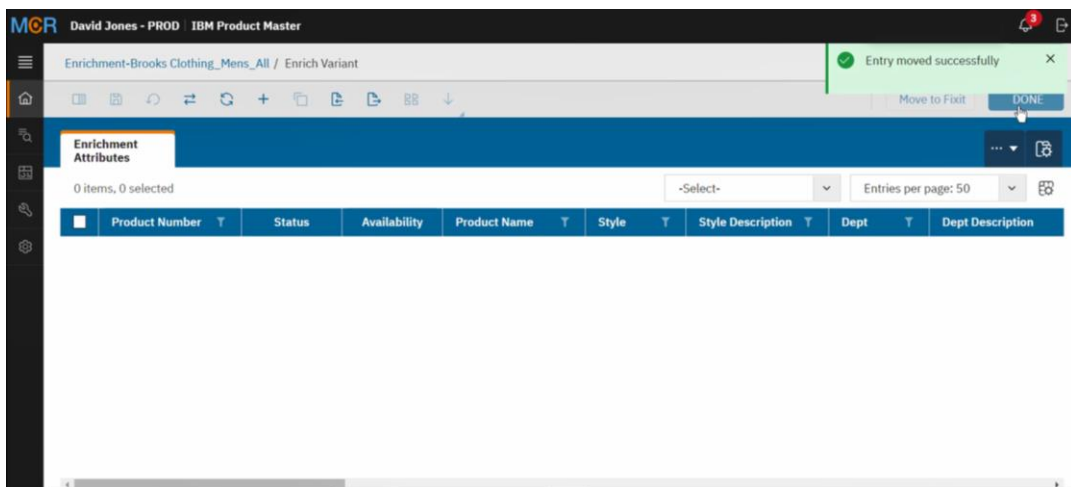
- After updating the Excel file, save it and Import the updated file back into the PIM system.



- PIM will notify whether the import was successful or not.



- Click on "Done", all the items will move out of your workflow



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With this you have successfully completed the bulk upload process.

If you require further assistance or have additional questions, refer to the comprehensive tutorial videos or contact our support team at PIM@davidjones.com.au

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Handling Rejected Items in the Workflow

Step1: Monitor Email Notifications

- Monitor the End Of Day email notifications received from PIM.
- These emails will inform you about the rejection and provide the reason. You should be receiving these email notifications from svc_ibm_pim_smtp@countryroad.com.au

RE: PIM End of the Day Notification - Pending Action Required



Julie Grard

To: Rahul Ramchandani

svc_ibm_pim_smtp@countryroad.com.au, shashmita.reddy@daavidjones.com.au

Subject: PIM End of the Day Notification - Pending Action Required

Dear Vendor (Pim-Vendor-UAT), here are the outstanding activities as of COB Today()

Item Enrichment

Actions	Description
Ready for Enrichment	(0 Styles / 0 Variant) new items ready for enrichment
Items requiring action	(3 Styles / 0 Variant) new items requiring action for 1+ weeks
Rejected items	(2 Styles / 1 Variant) items have been rejected
Rejection Reasons	Step 1 - Family / Category Error, Step 2 - Style Enrichment Error

Asset Management

Actions	Description
Ready for Asset Enrichment	(0 Variant) new items ready for asset enrichment
Rejected items	(0 Variant) items have been rejected
Rejection Reasons	

[Link to PIM Login Page](#)

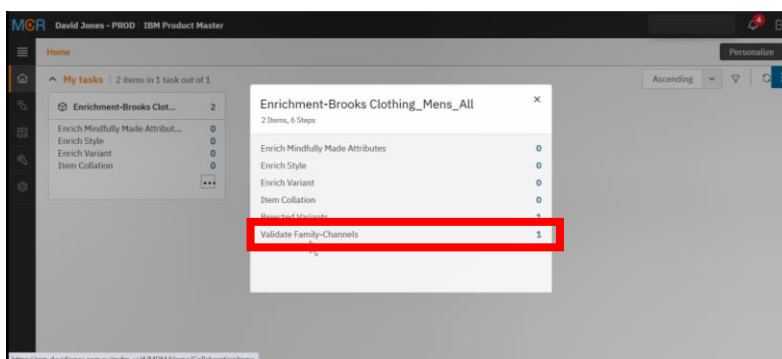
Regards

Admin

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Step 2: Identify Rejected Item

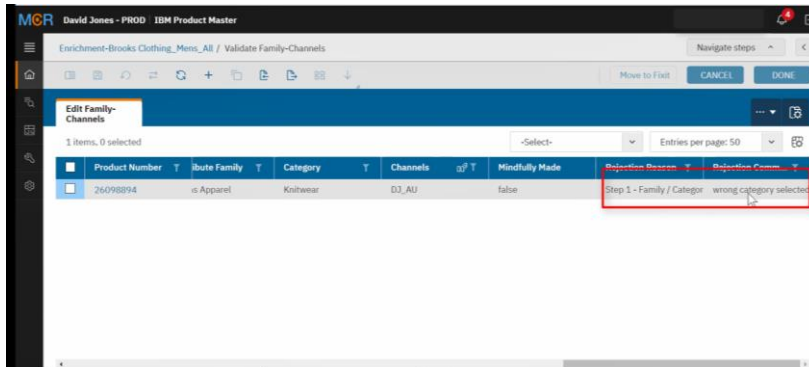
- On the Home screen widget, click on the relevant step. In our example the error is at the validation family step. It could be possible that the error could be at the enrich style or enrich variant steps. In such a case go to the relevant step.



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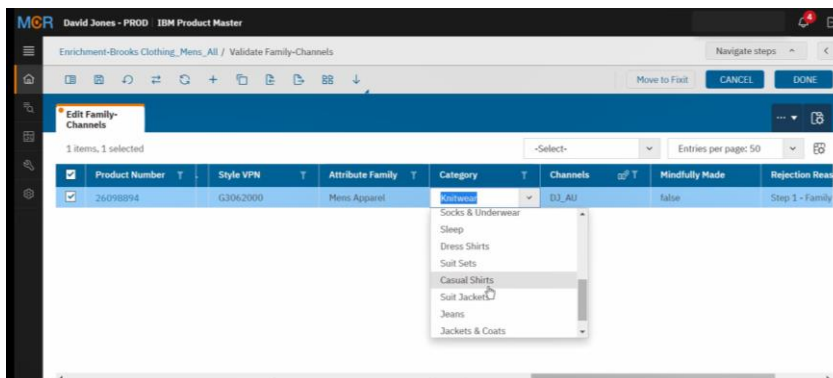
Step 3: Determine Rejection Reason

- Check the Rejected Reason column for the rejection reason.



Step 4: Make Corrections

- Once the rejected item and reason are identified, make the necessary corrections.



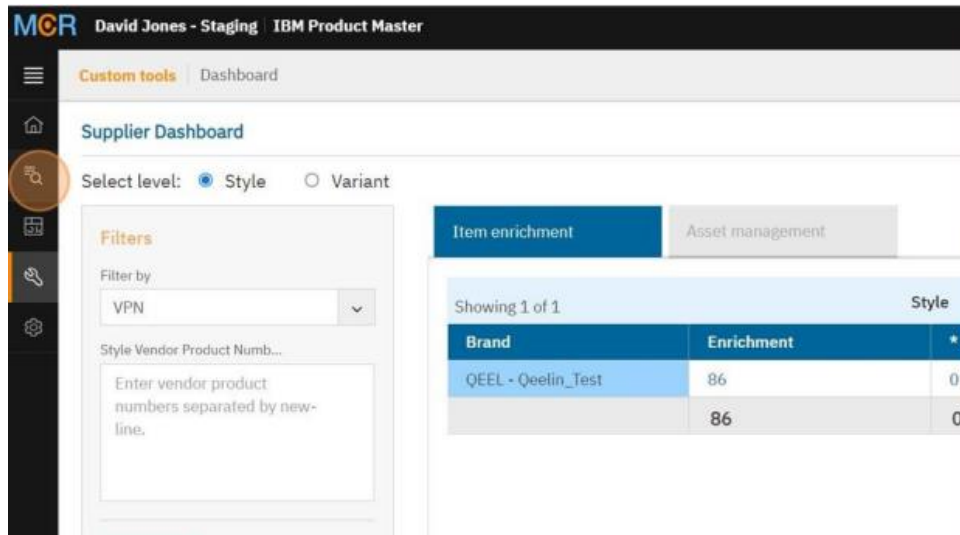
- Click on "Done" and use the "Navigate Steps" feature to move to the next step of the Item Enrichment Process.
- Review the rejection reasons at each step of the Item Enrichment Process and make the necessary corrections.
- In the Enrich Variant step click on "Done" once the enriched variant step is successfully completed. This will move the item out of your workflow into the Buyer Assistants workflow.

Note: If the item gets rejected again, repeat the entire process to address the issues and make necessary corrections. Carefully reviewing and correcting any issues before proceeding helps ensure a smooth workflow within the system.

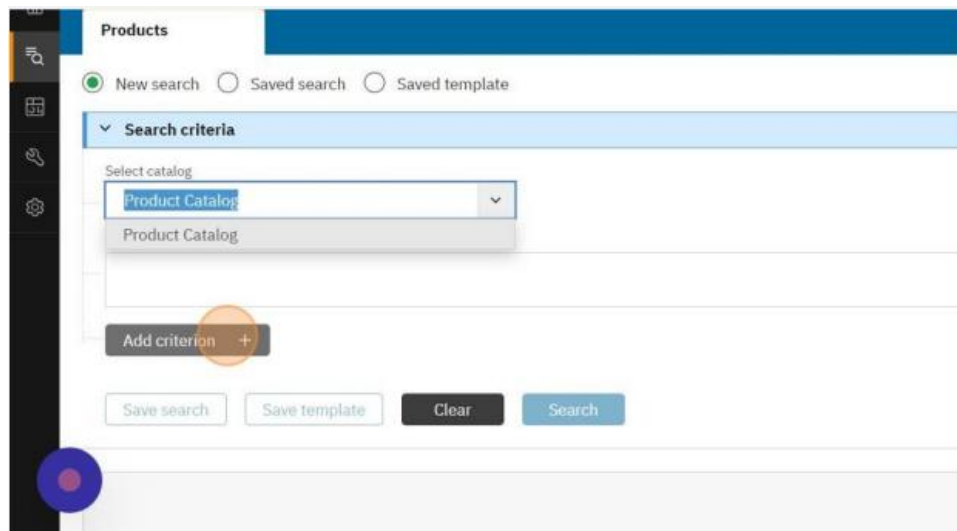
If you require further assistance or have additional questions, refer to the comprehensive tutorial videos or contact our support team at PIM@davidjones.com.au

Checkout Items back into the workflow

- To checkout an item you will have to go through the search feature. Click on the search icon.

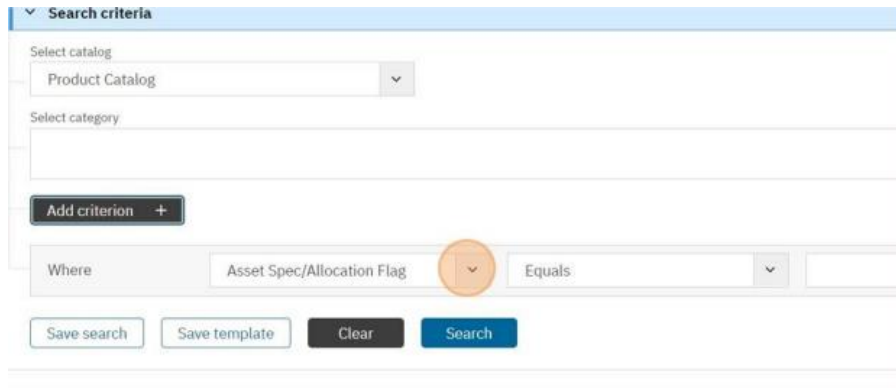


- Select 'Product Catalog' under the 'search catalog' option.



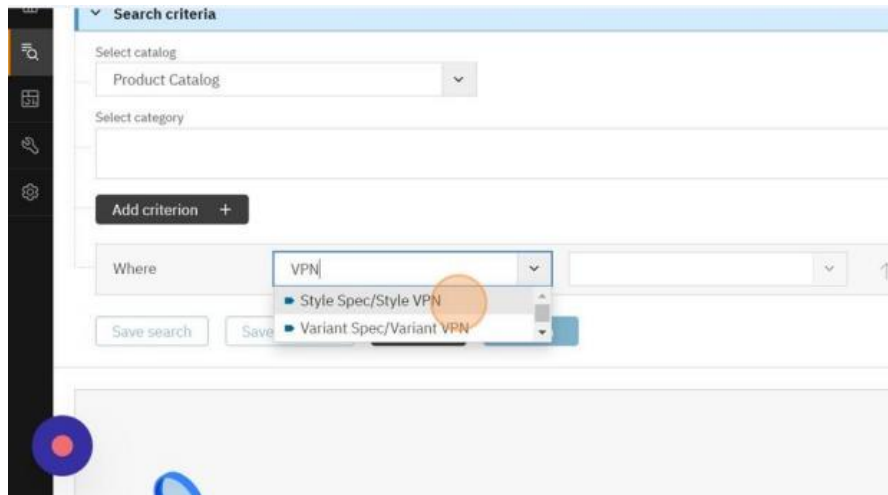
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- Select the search attribute, there is a whole range of attributes you can select from.



The screenshot shows a 'Search criteria' form. At the top, there's a 'Select catalog' dropdown menu with 'Product Catalog' selected. Below it is a 'Select category' field. An 'Add criterion +' button is present. The 'Where' field is set to 'Asset Spec/Allocation Flag', and the operator is 'Equals'. At the bottom, there are buttons for 'Save search', 'Save template', 'Clear', and 'Search'.

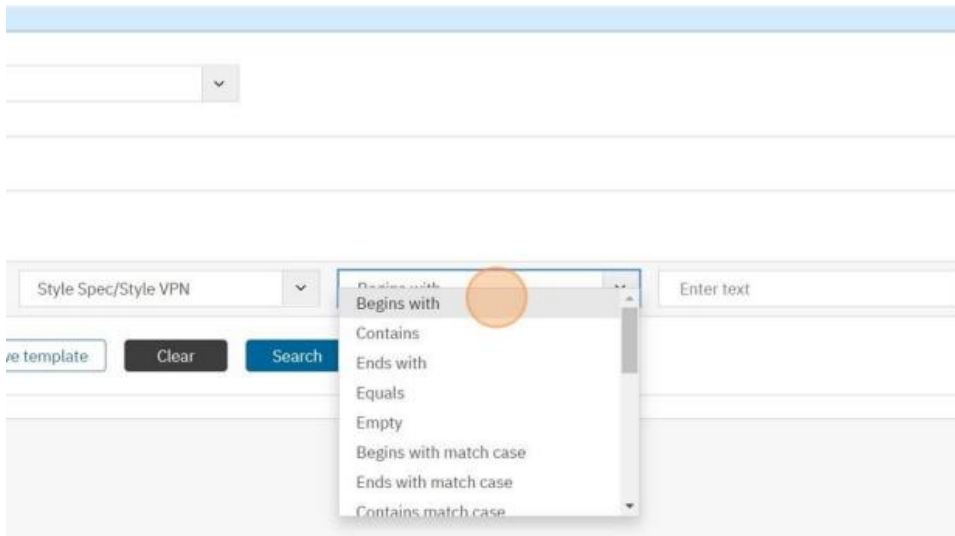
- To make the search easier you can also type in the field as shown. Here we are going to search for the VPN – Vendor Product Number.



This screenshot shows the same 'Search criteria' form, but with a dropdown menu open for the 'Where' field. The dropdown lists 'Style Spec/Style VPN' and 'Variant Spec/Variant VPN'. The 'Where' field itself contains the text 'VPN|'. The 'Save search' and 'Save' buttons are visible at the bottom.

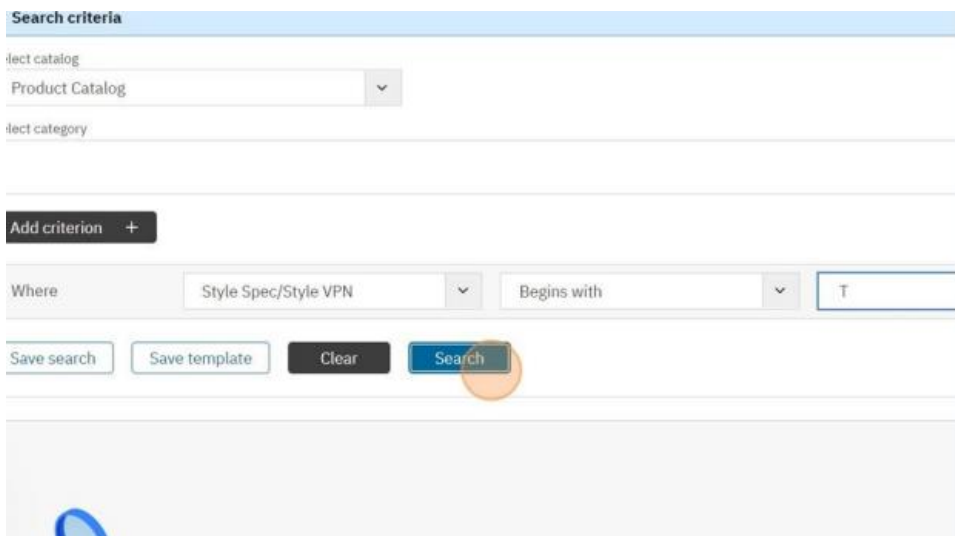
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- Choose the correct logical operator. Here we are choosing 'Begins with' but you can choose from a whole list of logical operators.



This screenshot shows a search interface. At the top, there is a light blue header bar. Below it, a dropdown menu is open, displaying a list of logical operators: 'Begins with', 'Contains', 'Ends with', 'Equals', 'Empty', 'Begins with match case', 'Ends with match case', and 'Contains match case'. An orange circle highlights the 'Begins with' option. To the left of the dropdown, there is a text input field containing 'Style Spec/Style VPN'. To the right, there is a text input field labeled 'Enter text'. Below the dropdown, there are buttons for 'Save template', 'Clear', and 'Search'.

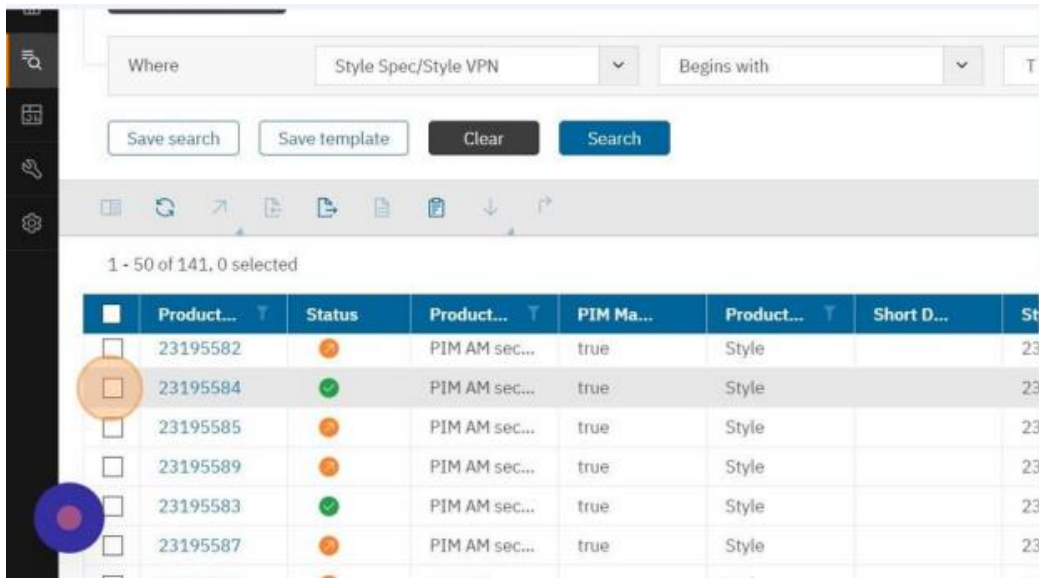
- Type in the search parameter and then click on search. Here we are looking for products that have a VPN starting with the letter 'T'.



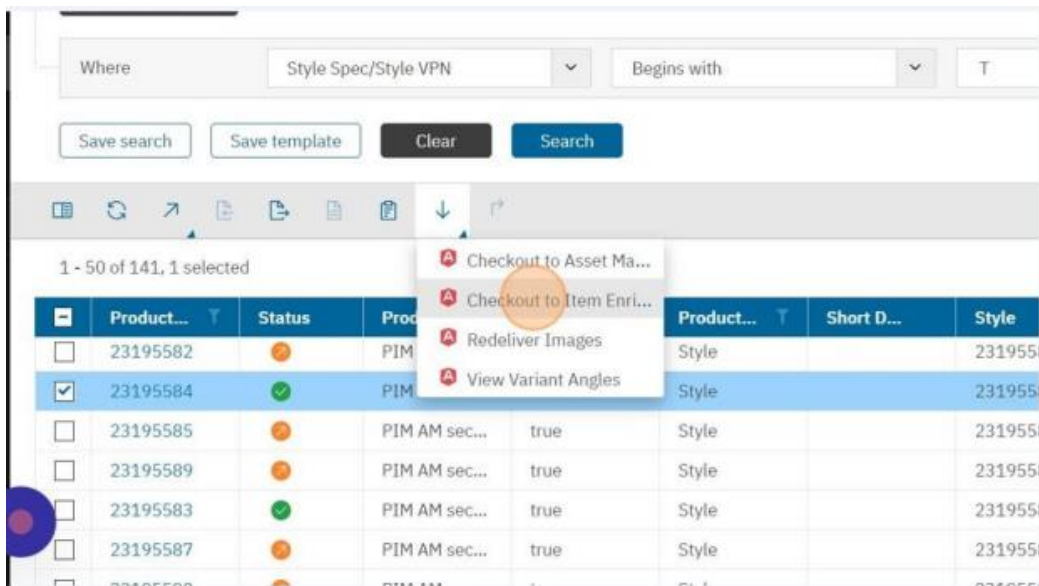
This screenshot shows the search criteria section of the interface. It has a light blue header bar with the text 'Search criteria'. Below the header, there are two dropdown menus: 'Select catalog' (set to 'Product Catalog') and 'Select category'. Below these, there is a button labeled 'Add criterion +'. Further down, there is a section with the label 'Where'. It contains two dropdown menus: 'Style Spec/Style VPN' and 'Begins with'. To the right of these dropdowns is a text input field containing the letter 'T'. At the bottom of this section, there are buttons for 'Save search', 'Save template', 'Clear', and 'Search'. An orange circle highlights the 'Search' button.

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- Select the style that you want to checkout by clicking on the checkbox.

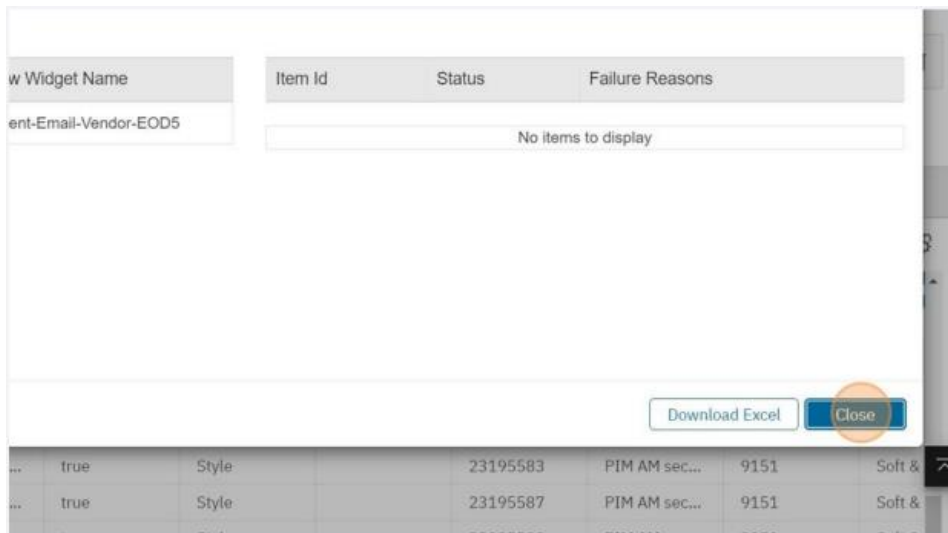


- Click on the actions icon and then click on "Checkout to Item Enrichment Workflow".

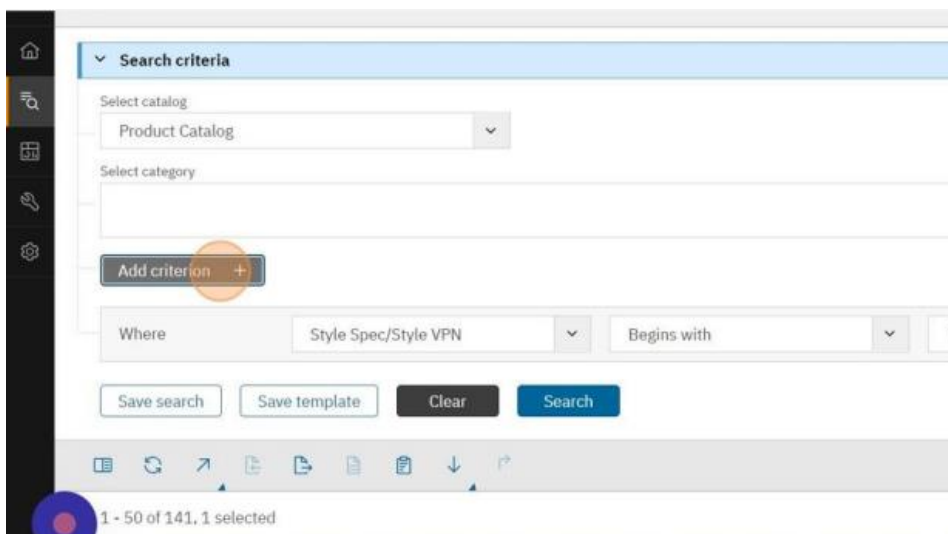


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- This will checkout the item back in to the Item Enrichment workflow.



- To narrow down the search you can add more criteria.



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- Here we are narrowing the search results by adding a criteria for product name.

Search

▼ Search criteria

Select catalog
Product Catalog

Select category

Product Catalog Spec/Product Name

Add criterion +

Where
And

product

Save search Save template Clear Search

- To further narrow down the search we can add another search attribute which is Brand code.

Search

▼ Search criteria

Select catalog
Product Catalog

Select category

Style Spec/Parent Brand Code

Add criterion +

Where
And

brand

Save search Save template Clear Search

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- Enter all the required fields and then click on search.

The screenshot shows a 'Search criteria' form with the following fields and values:

- Select catalog:** Product Catalog
- Select category:** (empty)
- Add criterion +** (button)
- Where:** Style Spec/Style VPN
- Operator:** Begins with
- Value:** T
- And:** (dropdown)
- Where:** Product Catalog Spec/Product ...
- Operator:** Begins with
- Value:** P
- And:** (dropdown)
- Where:** Variant Spec/Parent Brand Code
- Operator:** Begins with
- Value:** L
- Buttons:** Save search, Save template, Clear, Search

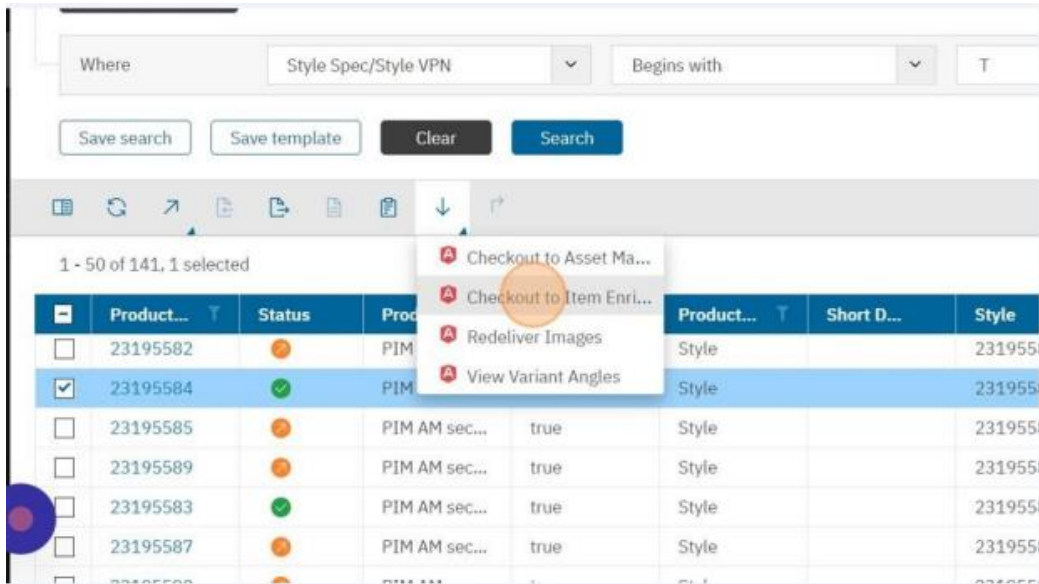
- Select the style that you want to checkout by clicking on the checkbox.

The screenshot shows a table of search results with the following columns: Product ID, Status, Product Name, PIM Main, Product Name, Short Description, and Style. The table contains 141 rows, and the first 50 are displayed. The status column shows a mix of orange and green icons. The product names are truncated. The style column shows 'Style' for most items. The first row is highlighted with a blue background. The second row is highlighted with a grey background. The third row is highlighted with a blue background. The fourth row is highlighted with a grey background. The fifth row is highlighted with a blue background. The sixth row is highlighted with a grey background. The seventh row is highlighted with a blue background. The eighth row is highlighted with a grey background. The ninth row is highlighted with a blue background. The tenth row is highlighted with a grey background. The eleventh row is highlighted with a blue background. The twelfth row is highlighted with a grey background. The thirteenth row is highlighted with a blue background. The fourteenth row is highlighted with a grey background. The fifteenth row is highlighted with a blue background. The sixteenth row is highlighted with a grey background. The seventeenth row is highlighted with a blue background. The eighteenth row is highlighted with a grey background. The nineteenth row is highlighted with a blue background. The twentieth row is highlighted with a grey background. The twenty-first row is highlighted with a blue background. The twenty-second row is highlighted with a grey background. The twenty-third row is highlighted with a blue background. The twenty-fourth row is highlighted with a grey background. The twenty-fifth row is highlighted with a blue background. The twenty-sixth row is highlighted with a grey background. The twenty-seventh row is highlighted with a blue background. The twenty-eighth row is highlighted with a grey background. The twenty-ninth row is highlighted with a blue background. The thirtieth row is highlighted with a grey background. The thirty-first row is highlighted with a blue background. The thirty-second row is highlighted with a grey background. The thirty-third row is highlighted with a blue background. The thirty-fourth row is highlighted with a grey background. The thirty-fifth row is highlighted with a blue background. The thirty-sixth row is highlighted with a grey background. The thirty-seventh row is highlighted with a blue background. The thirty-eighth row is highlighted with a grey background. The thirty-ninth row is highlighted with a blue background. The fortieth row is highlighted with a grey background. The forty-first row is highlighted with a blue background. The forty-second row is highlighted with a grey background. The forty-third row is highlighted with a blue background. The forty-fourth row is highlighted with a grey background. The forty-fifth row is highlighted with a blue background. The forty-sixth row is highlighted with a grey background. The forty-seventh row is highlighted with a blue background. The forty-eighth row is highlighted with a grey background. The forty-ninth row is highlighted with a blue background. The fiftieth row is highlighted with a grey background.

Product...	Status	Product...	PIM Ma...	Product...	Short D...	St
23195582	✗	PIM AM sec...	true	Style		23
23195584	✓	PIM AM sec...	true	Style		23
23195585	✗	PIM AM sec...	true	Style		23
23195589	✗	PIM AM sec...	true	Style		23
23195583	✓	PIM AM sec...	true	Style		23
23195587	✗	PIM AM sec...	true	Style		23

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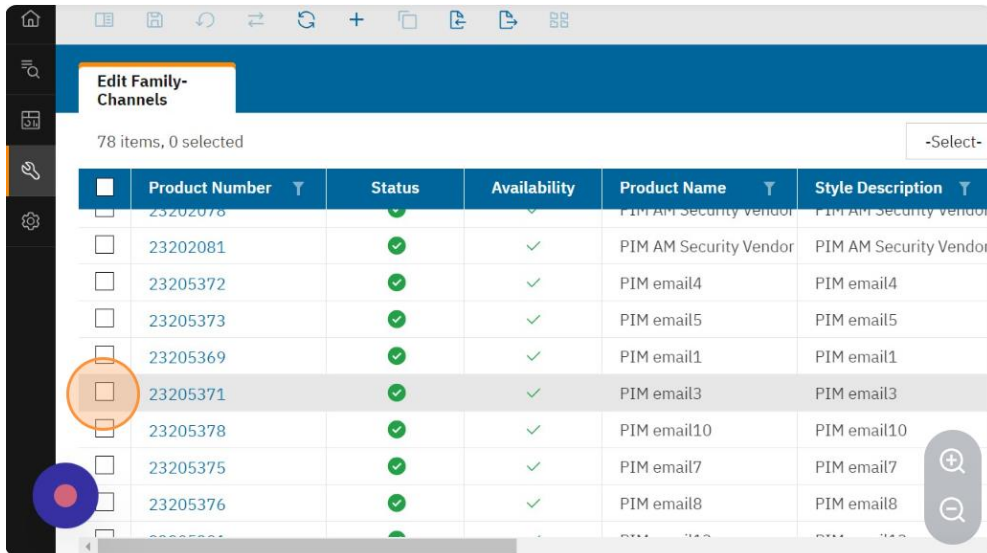
- Click on the actions icon and then click on "Checkout to Item Enrichment Workflow".



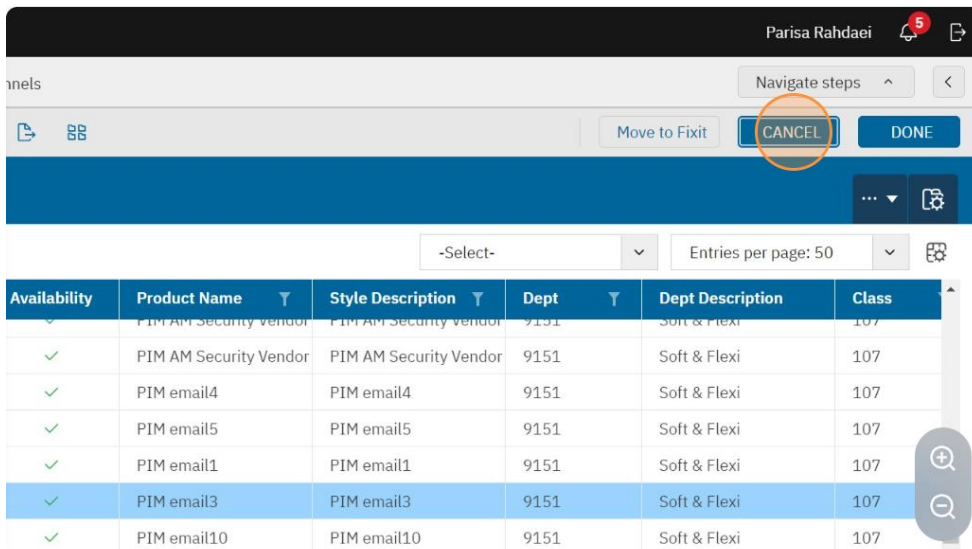
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Cancel Items out of a workflow

- Select the style that you want to cancel. Cancelling a style would mean that you are removing it out from the workflow.

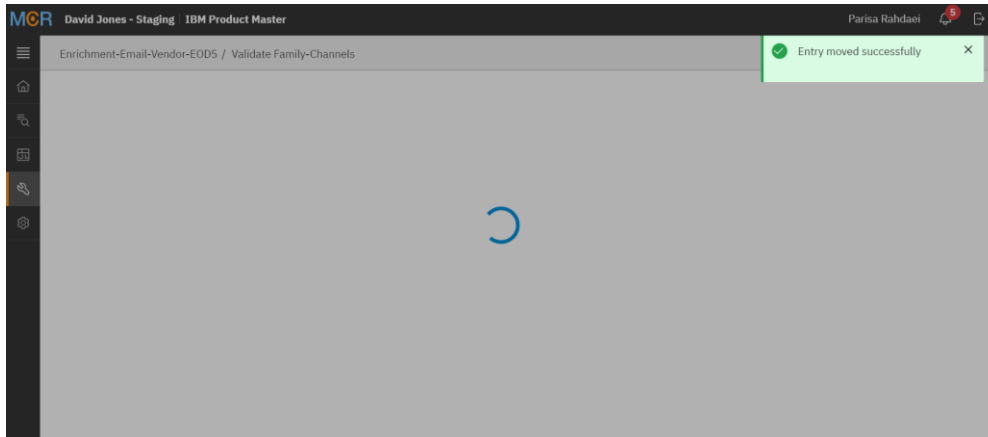


- To cancel the style out of the workflow, click on 'CANCEL'.



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- You will see a confirmation as shown below. You will not see this style in the workflow anymore.



- If you wish to bring the item back into the workflow search for the item and checkout the item in the item enrichment workflow.